Araceli Sánchez

aas1024 at Nyu.edu

Objectives:

To seek on-campus or off-campus employment that will facilitate the development of skills related to major field of study. To contribute in a meaningful way to the work environment.

# EDUCATION

2016 - Current New York University

 Major field of study: Journalism and Cinema studies

 Minor Field of Study: Creative Writing

# Work and volunteer

**Staff member of *highlights*, school newspaper (2012-2016)**

Responsible for reporting, writing, editing, photographing and other similar tasks as a 4 year member of the award winning school newspaper

Office Assistant-University of Miami (2016-2017): Assisted with the preparation and organization of the accreditation documents for the University of Miami Physical Therapy program.

Office Assistant- Silver Bluff Animal Clinic (Summer 2017): Organized and filed client records and helped transition the office into a paperless and electronic environment.

Copywriting Intern- Black and Latino Filmmakers Coalition (Spring 2018):

Responsible for the newsletter as well as writing emails, press releases and other communications for the Black and Latino Filmmakers Coalition.

Production Intern- Lumiere Production (Fall 2018-Current):

Responsible for social media, research and other aspects of production for the documentary film Production Company.

# Qualifications

Bilingual: Spanish and English, written and spoken fluency

Skills in:

Adobe Photoshop (intermediate)

Word, Excel, and Powerpoint (strong)

Demonstrates high level of responsibility and excellent work ethic.