

Paola Sánchez

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EDUCATION

University of Rhode Island, Kingston, RI
Harrington School of Communication & Media
Bachelor of Arts: Communication Studies

May 2028

RELEVANT COURSEWORK

Writing to Inform & Explain - Practiced selecting appropriate writing techniques and tones for diverse audiences and situations

Public Speaking - Learned to research & construct an argument and deliver effective oral presentations.

CAMPUS INVOLVEMENT

Social Media Team Member, Active Minds URI

August 2024 - Present

- Collaborate with team of 3 to develop campaigns to raise awareness about mental health issues and reduce stigma on campus
- Create graphics for Instagram (feed and stories) using Canva; take photos at events to post to social media
- Participate in weekly meetings to foster supportive community among group members

LEADERSHIP EXPERIENCE

Gold Award Project, Girl Scouts of Southeastern New England

May 2023 - June 2024

- Planned & constructed a community garden in collaboration with neighborhood associations; managed a budget of \$2,000
- Organized & led monthly sessions to teach community members about gardening and sustainability
- Learned to manage a project, lead a team, and solve problems effectively

Co-Captain, Toll Gate High School Debate Team

September 2022 - June 2024

- Created weekly practice schedule for 36 team members; facilitated biweekly team meetings
- Provided guidance & support to new and existing team members; offered constructive feedback to improve debating skills and performance
- Analyzed team results from local and regional tournaments; proposed areas of improvement for the team based on past performance

WORK EXPERIENCE

Server, Jigger's Diner, East Greenwich, RI

September 2022 - Present

- Communicate with guests and staff to accurately take and relay orders
- Resolve customer complaints in a professional and timely manner
- Demonstrate attention to detail by accurately processing payments and handling cash transactions
- Simultaneously manage orders and service for up to 6 tables, demonstrating strong multitasking abilities

SKILLS

Software - Canva, Google Docs, Google Slides, Google Sheets, Microsoft Word, Zoom

Social Media - Instagram, TikTok