

Melinda Rios

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SUMMARY OF QUALIFICATIONS

- Experience writing and reporting for mass media
- Proficient in Microsoft Office and Adobe Illustrator
- Extensive knowledge of marketing through social media such as FaceBook, LinkedIn, Twitter
- Excellent public speaking skills and organizational leadership
- Experience coordinating and planning large scale events for up to 300+ people
- Bilingual in Spanish

EDUCATION

Bachelor of Arts in Communication

May 2011

CSU Channel Islands, Camarillo, CA

Minor in Spanish

WORK EXPERIENCE

Assistant to the Director

Sept. 2011-Present

Student Life and Leadership, CSU Channel Islands, Camarillo, CA

- Edited and reviewed proposal documents for the Director of Student Life and Leadership
- Compiled information for a focus group in order to evaluate and improve student programs and events
- Maintain excellent verbal and written communication with various departments around campus when working together cohesively during annual events
- Created a manual on Adobe Illustrator for Women's Programs that was used campus-wide

Co-Coordinator

Oct. 2008-Sept. 2010

Sexual Assault Free Environment Resource Program, Camarillo, CA

- Facilitated a presentation on self-defense to three groups of over 500 participants
- Designed multiple PowerPoint presentations to present alongside the Coordinator of our department
- Redesigned marketing materials using Adobe Illustrator in order to enhance the clarity, effectiveness, and focus of our programs and events

Student Coordinator

May 2006-Sept. 2008

Women's Health Club, CSU Channel Islands, Camarillo, CA

- Organized publicity by designing fliers, resource cards, and marketing display for a series of events promoting healthy body image of young women
- Oversaw the recruitment process of finding local artists to display their artwork in our Student Art Gallery
- Coordinated, managed, and delegated work to groups of 20+ volunteers

AWARDS, RECOGNITIONS & CAMPUS INVOLVMENT

Workshop Presenter, Remember Week, CSU Channel Islands

April 2010

Peer Health Educator, Educational Resource Team, CSU Channel Islands

Fall 2008-Spring 2010

Health & Wellness Speaker, Welcome Week, CSU Channel Islands

Summer 2009

Awardee, Student Leadership Award, CSU Channel Islands

April 2009

Semester Honors, CSU Channel Islands

Fall 2007-Spring 2010