

NATALIA C. FLORES SOTO

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SOCIAL



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http://bit.ly/nc-soto



@natalia.cristina11

PROFILE

A creative person, with excellent analytical skills and a comprehensive approach to solving problems. A hands-on experience in planning, directing projects, communicative skills and leadership development. Always eager to learn more; to improve present skills and acquire new ones in order to meet the challenges and demand of a dynamic environment.

PROFESSIONAL EXPERIENCE

Administrative Assistant of Dean of Student Affairs

University of Puerto Rico-Mayaguez
June 2018 - July 2019

- Provided Information by answering questions and requests
- Handled multiple projects
- Developed and maintained a filing system

Student Representative

Program for Talented Students
in Science and Medicine
July 2019 - July 2019

- Oversee and Supervise the work of junior staff
- Assisted in the preparation of regularly scheduled reports
- Collaborated with other board members to develop different projects

Atlantis Fellow

Atlantis Fellowship
Aug 2019 - Aug 2019

- Maintained a weekly schedule
- Aided with group activities as needed
- Translated verbal and written communications between English and Spanish

EXPERTISE

Senior Translator
Visual Merchandising
Project Management
Clinical Research
CPR Certified

EDUCATION

2018-Present

University of Puerto Rico Mayaguez
Bachelor in Science, Major Chemistry
GPA: 3.3

2012 - 2018

Escuela Laboratorio CeDIn
High School
GPA:3.75

SKILLS

Leadership
Communication
Blogging
Strategic Planning
Visual Presentations
Public Speaking

REFERENCES

Madeline Rosado
Supervisor, University Puerto Rico
madeline.rosado1@upr.edu

Veronica Guzmán
Professor
veronicaguz22@gmail.com

AFFILIATIONS

American Medical Student Association
Secretary
2018- Present

Engineering in Medicine and Biology Society
Secretary
2018 - Present