

# Cristina Díaz Borda

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## EDUCATION

**UNIVERSITY OF TORONTO**, Toronto, ON: Honors B.A. Economics, Spanish, 2010

**HOLMDEL HIGH SCHOOL**, Holmdel, NJ: US National Hispanic Scholar 2006

## SKILLS

- Highly fluent in written and spoken Spanish and English.
- Confident in APA, CPA, and Web Copy Style.
- Proficient in Microsoft Office including Word, Outlook, PowerPoint, and Excel.
- Highly skilled in Adobe Creative Suite CS4, including Dreamweaver, Illustrator, and Photoshop.
- Exceptional layout, design, and illustration skills.
- Adept at Salesforce, HTML, web navigation, and web search.
- High level copyediting, proofreading, and writing skills.
- Mathematical mind with training in calculus, statistics, and data entry and analysis.

## EXPERIENCE

### **Instituto Severo Ochoa, Auxiliar de Conversación de la Comunidad Madrid**

Assistant English teacher in the non-bilingual program in a Spanish High School, ages 14 and up. Duties include lecturing, grading, coordinating and planning lessons as well as aiding permanent staff with lessons in English, as well as educating students and staff on American culture. Responsible for the Bilingual Blog and currently redesigning the school web page. Madrid, Spain 2011-2012

### **CCS, Associate Director**

Edited and managed web and social media, edited campaign materials, and supported fellow associates, while completing extensive training courses, preparing to run small campaigns, conduct planning studies and development assessments, supervise client staff, and train fund-raising volunteers. New York, NY 2011 – 2011

### **FOREFRONT, Project/Office Assistant**

This varied position combined the duties of office assistant with managing the company's social media accounts and general project support. Duties included, but not limited to, graphics, website management, presentations, copy-editing, and general project support, while also answering phones, scheduling meetings, managing orders and maintaining the efficiency of the office. Fair Haven, NJ 2010 – 2010

### **THE VARSITY, Illustrations Editor**

Managed a team of 30 illustrators. Provided graphics and editorial content for all sections of the paper. Coordinated content with editors, mindful of the specified needs for comment, science, news, and sports. University of Toronto 2008 - 2010

### **Copy Editor**

Vigorously checked the fast-paced publication for all factual, grammatical, and miscellaneous errors on a demanding and time sensitive schedule. Wrote copy including headlines, throws, and ads. Adapted technical science content into reader-friendly terms. University of Toronto 2008 - 2010

## EXTRAS

- American/Canadian English
- NIE Number
- Portfolio: <http://rosethorn.clan216.com>
- Immediately available