

Valeria Munoz Reyes

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Detailed and people-oriented recent graduate with a year of working experience as a Resident Assistant and a Library Assistant. Seeking the opportunity to work with and learn from a professional team while compliment the company's diverse culture and enhance customer care.

Work Experience

Resident Assistant

American Academy of Dramatic Arts - Los Angeles, CA
May 2022 to May 2023

- Fostered the development of relationships among 117 residents, focused on my 41 floor residents.
- Planned and implemented programs to assist international and transfer students in transitioning to campus.
- Managed administrative duties: budgeting, maintenance requests, incident reports, and room transfers.
- Assist in the selection, evaluation and training of incoming RAs
- Counseled and advised first year students on academic and personal questions and concerns.
- Developed and conducted programs on diversity, personal development, relationships, and academic performance.
- Implement and enforce all College and Campus Living policies, promoting academic excellence, addressing student needs, and encouraging involvement.
- Communicate, correspond and collaborate with on and off-campus offices such as counseling, student activities, campus security, maintenance, etc.

Library Assistant

American Academy of Dramatic Arts - Los Angeles, CA
March 2022 to May 2023

- Sorting and shelving books according to their categorization. I helped the library implement more specific categories of monologue plays to help students find what they needed in a faster and fitter way.
- Assisting with library events. I Organized library events for festivities around the globe by taking students' backgrounds in mind to make the library environment a friendlier and richer environment.
- Research and Cataloguing skills. I was frequently looking for new plays that we didn't have, and I added them to the system.
- Managing inquiries over the counter, email or telephone.
- Counting money at the start and end of the shift.
- Doing administrative and clerical tasks (such as scanning or printing).

Education

Associate's degree in Acting

American Academy of Dramatic Arts-Los Angeles - Los Angeles, CA

September 2021 to May 2023

High school diploma

Tecnológico de Monterrey - Lago de Guadalupe, Méx.

September 2018 to May 2021

Skills

- Communication skills
- Organizational skills
- Time management
- Leadership
- Decision making
- Delegating Responsibility
- Social listening
- Identifying problems and resources
- Research
- Computer skills
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Excel
- Microsoft Outlook
- Clerical experience
- Customer service
- Problem management
- Teamwork
- Public speaking
- Flexibility

Languages

- Spanish - Fluent
- English - Fluent

Awards

LIFE Award

May 2021

High school award that it's given at the graduating ceremony for excellent performance, disposition, teamwork, leadership, loyalty to their projects, positive attitude, perseverance, discipline and behavior based on ethics.

Creativity Marathon

March 2021

My team and I won the Regional Award in the International "Creativity Marathon" contest from the Full sail University. It consisted of producing a three-minute video showing a clear and creative solution to one or more of UNESCO's Sustainable Development Goals.