

## **Ashley Maldonado**

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## **Objective**

To find a career training opportunity as a film production assistant in the film field in Chicago.

## **Career Summary**

- Multifaceted and ambitious writer dedicated to delivering enhancing content spanning across a wide variety of writing genres, such as creative fiction, poetry, non-fiction, and film theory
- Goal-oriented leader with nine years of customer service experience
- Media expert devoted to analyzing pop culture and aesthetics.

## **Writing/Communication Skills**

- Developed fluency in English, Spanish, and Korean languages
- Attained membership with Sigma Tau Delta, the International English Society
- Published poetry piece at Graphe Journal of Writing and Art
- Tutored writing and guided undergrad and grad students at UIC's Writing Center
- Published an interface critique article about Instagram which identified trends and assessed the social media app

## **Tech Skills**

- Obtained coding certificate in JavaScript, HTML, and CSS
- Proficient in Microsoft Office - Word, PowerPoint
- Designed webpage utilizing coding and websites through other platforms, such as Wordpress and Canva
- Created and directed art visuals with video capturing and editing, such as Capcut
- Conceptualized and created an online scholarly webtext analyzing the cyberpunk genre

## **Leadership Skills**

- Supervised cafe operations at Chicago's Lincoln Park Zoo

- Managed team to deliver efficient customer service
- Trained new employees on the cash register and counter/floor duties
- Performed projects as needed at each café
- Implemented effective written and verbal communication skills

## **Soft Skills**

- Creativity
- Critical thinking
- Work Ethic
- Detail-Oriented
- Dependability

## **Education**

- University of Illinois at Chicago

Fourth Year, Bachelor of Liberal Arts in English Literature – Double Concentration in Film, Media, Performance, Pop Culture, and Professional Writing and Publishing  
2022-December 2024 Expected Graduation Date

- Harold Washington College

Associate of Arts with High Honors  
2020-2021

## **Employment History**

- Levy Restaurants at Lincoln Park Zoo, Stand Lead/Supervisor 2015-Present

- Stocked organization and served customers in a timely manner
- Processed paperwork and spoilage reports
- Unified team to deliver productive customer service

- Halogen Supply Company, Administrative Assistant 2019-2020

- Completed data entry on computer
- Maintained resourcefulness for office needs
- Fulfilled work orders daily

