

Amanda Ciani

Lewisville, TX | 614-769-5665 | Amanda.ciani@upr.edu |

Profile

Linguistics undergraduate student eager to bring highly developed and diverse critical thinking, presentation, data analysis, and communication skills from years of experience. Ability to learn quickly, efficiently, and effectively. Recognized by peers and professors as an outgoing and energetic contributor who always steps up to take on additional responsibilities and challenges.

Education

-Bachelors of Arts, English Linguistics,
University of Puerto Rico Mayagüez (UPRM), Mayagüez, PR *Graduation in May 2018*

-High School Diploma
Hilliard Bradley High School, Hilliard, OH *June 2012*

Research and Outreach Experience

**- NSF REU Program with The Buckeye Language Network
(The Ohio State University)** *May 2017-Present*

- Funded participant
- National Science Foundation research experience for undergraduates
- Hands on experience doing informal science learning along with public outreach at the Center of Science and Industry (COSI)
- Developed an outreach demonstration (demo)
- Presented outreach demo at a Capstone event
- Worked in research lab, The Language Pod, embedded on the floor of a science museum (COSI)
- Conducted research under Professor from The Ohio State University
- Data collection
- Data analysis
- Presented statistical data analysis at a Capstone event

Administrative Experience

-Administrative Assistant at UPRM Bi-annual Job Fair *October 2012-Present*

- Translator for recruiters from foreign companies
- Company registration
- Set up and organization of Job Fair event

Work Experience

-Volt Temp Agency/VSP *May 2015- August 2015*

- Organization of charity event for employee fundraiser
- Data entry for human resources department
- Inventory control
- Labeling of inventory
- Preparing lenses for fabrication

-Volt Temp Agency/VSP *May 2014-August 2014*

- Data entry for maintenance department
- Asset control (naming, identifying and labeling of assets)
- Preparing lenses for fabrication

-Vision Service Plan *May 2013-August 2014*

- Worked in a laboratory and production environment
- Frame tracing

- Lens selection
- Preparing lenses for fabrication

Student Associations

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| ▪ President of the Association of Track & Field | <i>August 2015-present</i> |
| ▪ Captain of the Track & Field Team | <i>August 2015-May 2017</i> |
| ▪ Member of the Student Athletic Association | <i>August 2015-present</i> |
| ▪ Member of the Society of Physics Students | <i>August 2015- May 2016</i> |
| ▪ Assistant Coach of the Competitive Cheerleading Squad at the University of Puerto Rico Mayaguez | <i>August 2013-May 2015</i> |

Personal Achievements

- Author in Sabanas Magazine Vol. 2
- Published Author of short stories in Smaeralit 2nd Vol.
- Brand Ambassador
 - Creations for a Cause
 - Mirina Collections
 - Sand Cloud

Technical Skills

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| ▪ Bilingual | ▪ Basic Audio data analysis software <ul style="list-style-type: none"> ○ Praat |
| ▪ Copywriter | ▪ Basic Audio Production and Editing skills <ul style="list-style-type: none"> ○ Audacity ○ Ableton Live |
| ▪ Translator | ▪ Basic Social Media Management Skills <ul style="list-style-type: none"> ○ Facebook ○ Instagram |
| ▪ Intermediate Literature Editing Skills | ▪ Intermediate Fitness & Nutrition Knowledge |
| ▪ Microsoft Word | ▪ Athletic Skills |
| ▪ Microsoft Excel | |
| ▪ Microsoft PowerPoint | |
| ▪ Prezi | |
| ▪ Intermediate Auto CAD | |
| ▪ Intermediate Musician (Viola Player) | |