

# Andrea V. Valdés Valderrama

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## EDUCATION

University of Puerto Rico, Mayagüez Campus (UPRM)  
Bachelor's Degree in English Literature  
Expected graduation date: May 2018  
GPA 3.92/4.00

The Washington Center, Washington D.C.  
Non-Profits, Government and the Media  
January 2017 - May 2017  
Course grade: A+

## EXPERIENCE

**Córdova & Fernós Intern at Congressman Darren Soto's Office** **January 2017-May 2017**

- Wrote reports concerning the current state of affairs at Congress, attended congressional hearings and legislative briefings, drafted correspondence, and conducted data entry and analysis.
- Wrote guides for new interns concerning website updates, OneDrive usage, and general knowledge of Capitol Hill, as well as constituent response letters, memos and website content.

**English Writing Center, Mayagüez, P.R. - Peer Tutor** **August 2016 - Present**

- Guided non-native English language speaker students to understand the nuances of the English language through sessions of document correction, conversational practice, resume drafting, and proposal writing, among other tasks.

**Her Campus UPRM, Mayagüez, P.R. - Writer** **May 2016 - Present**

- Authored articles, interviews, and blog posts of topics of interest to the UPRM community. These featured reports of events happening around the campus, photography, and research. Assured the utmost content quality and readability.

**Freelance, Mayagüez, P.R. - Editor** **2015 - Present**

Doctoral Thesis: *A Methodology to Incorporate Highway Safety into Transportation Planning Using Generalized Linear Mixed Models*

- Oversaw the translation and editing of Dr. Erika Jaramillo's doctoral thesis. Dr. Jaramillo completed her thesis efficiently, presented it in a coherent manner, and gained a better understanding of the English language as an international student.

SAFER-SIM

- Optimized word usage and general grammar structures of the published paper, as well as the accompanying poster and powerpoint presentations. Rearranged and positively influenced the work throughout the process.

**Digital Humanities Internship, Mayagüez, P.R. - Intern** **August 2015 - May 2016**

- Learned about the digital literature world by working with the Electronic Literature Collections and honed bilingual writing skills to translate pages of the I Love E-Poetry website.
- Featured English Department events, professors, and student activities on the Wordpress-hosted website. Used interpersonal communication skills when interviewing professors, as well as media writing abilities when composing articles for the website.

## SKILLS

**Computer** - MS Office (Word, Excel, PowerPoint, Publisher, OneNote), OneDrive, Google Drive, Google Analytics, WordPress, Windows Movie Maker

**Social Media** - Facebook, Instagram, Twitter, YouTube, Pinterest, Snapchat, Flickr

**Language** - Spanish (Native), English (Native)

## ACTIVITIES

Future Teacher's Association - *Vice President*

English Department Student Association - *Secretary*

Popular Culture Student Association - *Secretary*