

With extensive knowledge in a wide range of disciplines in both for-profit and nonprofit organizations.

A passion for hard work and fluency in English and Spanish.

I offer the following experience:

September 2019 - Present / Freelance Native English / Spanish language trainer / Wellbeing Manager Sopot, Poland

- Coordinate, develop and execute strategic wellbeing offerings for the staff. Including but not limited to:
 - Yoga, meditation
 - Mindfulness practices
 - Language courses
- Organizing and running specialist courses, i.e. business English/Spanish and private adult lessons

May 2015- June 2018 House Manager/Production Coordinator Grand Performances (NGO) Los Angeles, CA

- Primary point of contact for Production and Administrative staff before, during, and after a performance
- Manage setup of the event space prior to public opening. Manage onsite relationships with vendors and partners.
- Recruit, Coordinate, Train, Manage & Deploy Volunteer Force

EXPERTISE

- Customer Service
- Event coordination
- Public speaking
- Customer engagement
- Email etiquette
- Retail

SKILLS

- Clear communication
- Production/Backstage coordination
- Languages/120 hrs TEFL certification
- Empathy/somatic therapy training
- Yoga/meditation
- Customer service training



-Assistant director @ <u>DeLorenzo Gallery NYC</u>

-Only(!) woman hired for a team of 7 actor guides at The Discovery Channel Museum, Times Square.

For the premiere exhibit "The Dead Sea Scrolls"

-Assistant manager @ <u>Annenberg space for photography, Los Angeles</u>

-Production coordinator/House manager @ <u>Grand Performances, Los Angeles</u>

- Two acting auditions for Marvel Studios' "Agents of S.H.I.E.L.D."
 - -Yoga teacher @ <u>Earth Lodge, Antigua Guatemala</u>
 - -Yoga teacher/chef @ Rapture Surf Camp, Costa Rica
 - -First job in Poland: Teaching English to the Polish army!



And about me:

- Born and raised in San Juan, Puerto Rico
- Graduate from <u>Fordham University</u>, Lincoln Center NYC
 <u>Disney Institute Alumni</u>