

ARANTXA QUIÑONES

+1 (939) 227 - 0853

arantxa.quinones@upr.edu

www.linkedin.com/in/arantxa-quinones/

San Juan, PR

PERSONAL PROFILE

Throughout my career, I have been driven by a passion of always acquiring new knowledge. Whether it's gaining a new skill in book binding to immersing myself in languages and culture, I have been able to quickly adapt to my surroundings and achieve my goals. Experienced English Community Manager with strong skills in content planning and team coordination. Proven to be able to handle multiple projects simultaneously with effective results.

CORE QUALIFICATIONS

Organizing projects and completing timely goals
Strong skills in online writing and proofreading
High intercultural and code-switching skills
Excellent ability to lead a team while also working independently

Native level of reading, writing and speaking in Spanish and English
Advanced reading, writing and speaking abilities in Italian
Advanced knowledge of MacOS and MS Office
Advanced knowledge of Adobe Photoshop, Illustrator and InDesign

EDUCATION

University of Puerto Rico - Río Piedras

August 2012 - December 2018

Bachelor of Arts in Communication
Major in Public Relations and Advertising
Major in Italian and German Studies
Honors: Summa Cum Laude GPA: 3.97

Centro Universitario de Diseño de Barcelona

July 2018

Introduction to the creation of interactive digital magazines for iPad and Android using InDesign and Bütton Publish.

Università Cattolica del Sacro Cuore - Milan

January 2018 - May 2018

Received the Benjamin A. Gilman International Scholarship for the Spring 2018 semester.
Contributed as a Gilman Global Experience Correspondent in Italy during my study abroad.

Brown University

October 2017 - December 2017

Visiting student as part of the Honors Studies Program at the UPRRP. Coursework in letterpress printing, book binding and InDesign CS6.

Universität Wien

July 2016

German summer course in Vienna, Austria
A 2.2 level

Università per Stranieri di Siena

July 2015

Italian summer course in Siena, Italy
B 2 level

University Gardens High School

August 2008 - May 2012

High School diploma
Specialized in science and mathematics

EXPERIENCE

Station Trainer

Spirit Airlines | SJU Airport | November 2018 - November 2019

Provided all the necessary services from the ticket counter to the gate as a **Guest Service Agent** (reservations, sales, check-in, baggage handling, etc.). As an **Operations Agent**, I worked closely with the gate and ramp agents, to expedite the boarding process while ensuring aircraft safety. As a **Complaint Resolution Official** and **Ground Security Coordinator**, I interacted in situations concerning guests with disabilities and oversaw the procedures regarding aircraft security. During this time I had the opportunity to lead various shifts and in turn become a **Station Trainer**, where I verified the necessary certifications of the GSA's and trained gate and operations agents.

Passenger Service Agent

GMD Airlines Services | SJU Airport | October 2018 - November 2018

Provided assistance to passengers with special needs and wheelchair service, while also being in charge of baggage handling.

English Community Manager

77 Agency | Milan, Italy | March 2018 - May 2018

Managed the social media accounts (Twitter, LinkedIn and Telegram) for two of the clients (Skillchain and LibertyAIM). Created content about blockchain technology and cryptocurrency on Steemit and Medium. Oversaw the content calendar and content plan for various other languages in the account (Spanish, Chinese, Japanese and Russian). Provided assistance with Spanish translation and English proofreading for two other clients (Cannondale Bicycles and GT Bicycles).

Gilman Global Experience Correspondent

Gilman Int. Scholarship | Milan, Italy | February 2018 - June 2018

Contributed monthly stories about my experience as an international student in Milan, Italy.

Freelance Writer

Upwork | June 2017 - October 2018

Created social media engagement articles about YouTube, Facebook and Instagram. This content was written in Italian, Spanish and English.

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EXPERIENCE

Transcription

University of Puerto Rico - Río Piedras | February 2015 - August 2015

Transcribed various Italian interviews regarding the political state of two regions in Italy, Südtirol and Valle d'Aosta.

Journalist

Entre Paréntesis | Puerto Rico | October 2012 - November 2013

Contributed various pieces for the online university newspaper Entre Paréntesis in the areas of UPR-RP Life, Environment, World News and Opinion.

Content writer

Universia Puerto Rico | Puerto Rico | February 2013 - May 2013

Internship provided by the Entre Paréntesis team. Covered the Education and University sections of the student portal. Research for academic, cultural and social events.

ORGANIZATIONS

National Honor Society, Hortus chapter
National Society of Collegiate Scholars
Gilman International Scholarship Alumni
P.R.E.H. Programa de Estudios de Honor
APRU Asociación de Publicistas y Relacionistas Universitarios

HONORS & AWARDS

Benjamin A. Gilman International Scholarship

Spring 2018

Nationally competitive scholarship, congressionally funded and sponsored by the Bureau of Educational and Cultural Affairs at the U.S. Department of State, and administered by the Institute of International Education.

MG James Ursano Scholarship Program

August 2012 - August 2015

Need-based scholarship program established to assist children of Army Soldiers in obtaining their first undergraduate degree.

Dean's List

August 2012 - December 2018

Received Summa Cum Laude medal with a 3.97 GPA.

SKILLS AND INTERESTS

Familiar with Adobe After Effects and Adobe Premier
Wordpress site publishing and website manager
Social media management
Digital and Analog photography
Letterpress/Book binding
Copy editing/proofreading/Translation
Self motivated
Time management/Quick turnaround

LANGUAGES

English: Native
Spanish: Native
Italian: C 1
German: A 2.2
French: A 1.2