
Sofia Garcia

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EDUCATION

Weber State University, Ogden, UT

Bachelor of Arts Degree: English: Professional & Technical Writing

Expected: Date

Minor: Art

Associate of Arts Degree: General Studies

Date

HIGHLIGHTED SKILLS & QUALIFICATIONS

Manual Creation and Document Editing

- Read, evaluate, and edit documents to ensure correct content, spelling, grammar, and punctuation
- Review published materials and recommend revisions in scope, format, content, and methods of binding
- Verify information and data utilizing appropriate reference sources

Writing and Reporting

- Research breaking news events on various topics, gathering important facts and accurate details
- Edit and revise work to meet editorial approval or to fit time or space requirements
- Arrange and conduct interviews with credible sources, establishing and maintaining positive connections

Graphic Design

- Develop dynamic graphics and layouts for print materials, company logos, and websites using Adobe Illustrator and InDesign
- Create designs and sample layouts, based on knowledge of layout principles and esthetic design concepts
- Maintain archive of over 300 images, photos, and previous work products utilizing excellent organizational skills

ADDITIONAL SKILLS

Written & Verbal Communication

English & Spanish Fluency

SEO Marketing

Critical Thinking

Problem-Solving

MS Word, PowerPoint, Excel

Leadership

Screenwriting

Adobe Illustrator, InDesign

WORK & INTERNSHIP EXPERIENCE

Title, Company, SLC, UT

Date

Title, Company, Ogden, UT

Date

Title, Company, Riverdale, UT

Date

Primary accomplishments in these roles:

- Trained and supervised 75 new employees while assisting with opening 3 new restaurant locations
- Increased sales by 20% over a 6 month period, exceeding company goals and expectations

VOLUNTEER & LEADERSHIP EXPERIENCE

Title, Club Name, SLC, UT

Date

Title, Organization, Brigham City, UT

Date