

Katherine Medina
Curriculum Vitae
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.edu

EDUCATION

M.A. Spanish Literature, University of Arizona	Expected May 2018
B.A., Spanish Literature, University of Arizona	May 2016
B.A., Law, University of Arizona	May 2016

Teaching Experience

Graduate Teaching Assistant/ Associate at the Department of Spanish & Portuguese,
University of Arizona Fall
2016 – Present

Primary instructor for the following Spanish courses, in Spanish:

- 3 courses of Spanish 102: Second Semester Spanish

Fellowships, Grants and Awards: (at the University of Arizona)

- Graduate Assistantship – August 2016 – May 2018
- Graduate Fellowship – Fall 2016 Spring 2017
- Bear down Scholarship – 2013-2016
- The Mamie Bernard and Pedro Joab Aguirre Scholarship – Fall 2015.
- Dean's List – December 2013 and May 2014
- Academic Year Academic Distinction – May 2014

WORK EXPERIENCE

University of Arizona Spanish & Portuguese Department (May 2015 – Present):

- *Graduate Assistant Professor*
- Front Desk: Secretary's duty
- Advising freshmen at Orientation
- Work with head of department duties
- Checking budget documents
- Translate & interpreted in Spanish & English.

University of Arizona Dining Services – CC's Coffee (October 2012 – May 2016):

- **A student lead-employee**
- Cashier/ Barista/ Expo
- Assistant manager in four different units of Dining Services: Canyon Coffee (now CC's Coffee House), Pangea, Cactus Grill (Summer only) and Main Kitchen.

University of Arizona Office of Admissions (Summer 2015):

- Receiving calls/ Making calls
- Input White cards in the UA system
- Answering emails
- Accepting payments by phone
- Writing personal cards to our future wildcats students

Nogales Unified School District – School Improvement (August 2011 – May 2012):

- Training in Making Career Decisions
- Using Labor Market Information
- Prepare Resumes/ Completing Applications/ Interviews/Writing Follow- up Letters
- Survival/Daily Living Skills
- Demonstrating Good Interpersonal Skills/ Completing Tasks Effectively

Mariposa Community Health Center – Student Youth Institute (Summer 2010):

- Training in Tobacco Basic Skills, HIV/AIDS education, First Aid CPR, Diabetes, Self- Esteem, Leadership Development, etc.
- Teen Health Facilitator certification
- Conduct peer education in my community.

INTERSHIPS

Bacon Immigration Law & Worker’s Right Clinic (August – Present):

- Interpreter for Law Students & Clients
- Make calls to clients & follow with the clients
- Planning the appointments
- Translate documents from Spanish to English & English to Spanish.

Pima County Attorney Office (August – May 2016):

- Create Summary Cases
- Find the codes on those conversations
- Attend trials
- Make calls with the victims to follow up with them/ answering phone calls.
- Counsel advocacy when it’s necessary

Study Abroad Spanish & Portuguese Department (Fall 2012 – Spring 2016):

- Help Professor Yadira Berigan
- Create Study Abroad presentations
- Secretary duties
- Follow up with students

STUDY ABROAD

- Arizona in Costa Rica (Summer 2016)

LANGUAGE

- Spanish (First language)
- English (Proficiency)
- Portuguese (Intermedia)

SKILLS / ABILITIES

- Computer Skills
- Customer Service

- Values
- Listening skills
- Possess strong analytical and assessment skills
- Demonstrated leadership and communication skills
- Able to work with all levels of people to achieve objectives
- Strong organizational and time management skills
- Able to effectively manage multiple priorities and meet established deadlines

References:

Dr. Malcolm Compitello

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