

Jennifer Hernández

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Education

University of Illinois at Chicago (UIC) | Expected Graduation: May 2020

Bachelor of Arts in English- Concentration in Professional Writing

- *Bachelor of Arts in General Psychology*

IES Abroad: Gender and Sexuality in the Context of Amsterdam | Summer 2018

Skills and Abilities

- Fluent in Spanish; Intermediate in Italian and French
- Great interpersonal communication
- Ability work alongside a variety of people
- Prepared for long term projects

Experience

Business Office Assistant | UIC Department of Mechanical and Industrial Engineering | October 2019 – January 2020

- Reconciled monthly statements to ensure proper documentation of departmental expenses
- Organized salaries for faculty, staff and students to ensure proper monetary distributions
- Generated offer letters for undergraduate and graduate students
- Created employment appointments for students

Staff Tutor | UIC Writing Center | January 2018 – January 2020

- Edits students' work in 30, 60 and 90-minute sessions
- Generates ideas with students who are beginning their writing process
- Transcribes writers' ideas
- Manages the front desk- answers calls and monitors the safety of people in the space
- Facilitates class visits that consist of gallery walks- students presenting their current writing projects

Other Relevant Experiences

Secretary | Lambda Theta Alpha Latin Sorority Inc. Epsilon Gamma Chapter | January – June 2019

- Composed weekly meeting minutes
- Developed and completed political, social, and cultural activities through charitable and educational programs

Recipient | Liberal Arts and Sciences Undergraduate Research Initiative | August 2019 - Present

- Project Name: The Writing Discipline in the Engineering Classroom
 - To help undergraduate students, studying STEM subjects, understand the significance of self-efficacy when working on writing projects in their respective courses