

Maria F Sanchez

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Summary of Qualifications

Florida International University, BA

Expected: May 2025

Dual Bachelor of Arts in English (linguistics) and Dual Language (Italian/French)

Minor: Psychology

FIU Italian Club

French National Honor Society, Vice President

Experience

FIU Special Collections Student Assistant

September 2023 - Present

- Organized both the physical and digital archives utilizing FIU's sophisticated archival interface, simplifying information retrieval and promoting historical research and study
- Conducted periodic data quality checks, identifying and rectifying any discrepancies or errors in the archive retrieval system, thus ensuring data reliability
- Utilized artistic skills to conceive, sketch, and flawlessly execute a wide array of art projects, consistently demonstrating a high level of creativity and attention to detail

Angels Love and Care Daycare

June 2022 - August 2022

Student Summer Intern

- Facilitated language learning and acquisition for refugee children through interactive activities, promoting inclusion and cultural diversity
- Led engaging sketching and drawing sessions, nurturing children's creativity and fine motor skills development
- Assisted in dismissal procedures and daily activities, ensuring smooth transitions and effective communication with parents and guardians
- Maintained a clean, organized, and hygienic childcare environment, including cleaning and sanitizing play areas, toys, and eating spaces

Languages

English, Spanish, Italian, French

Skills

- Language Teaching
- Language Acquisition
- Communication
- Client Service
- Technical and Professional writing
- Teamwork
- Research Skills
- Time Management
- Project Management
- Creativity
- Organization
- Adaptability
- Foreign Language Proficiency
- Critical Thinking
- Translation/Interpretation

Activities

- IACCSE Cocktail Design Night Collaborator October 2023
- Translated and assisted Coma_Cose interview October 2023
- IACCSE Food Design Night Collaborator September 2023
- Tech360 Coding Bootcamp October 2022 - December 2022

Certificates

- EKG Technician
- CPR
- Microsoft Word, PowerPoint, and Excel

Interests

Language Learning, Language Tutoring, International Relations, Literature, Marketing, Travel