



Mishel Zarina Tirira Vallejo

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Personal Statement

My professional life has been related to Communication, Social Responsibility and administrative issues of educational projects and events that required knowledge of digital media, managing of sponsors, teamwork, managing of people, Marketing, Public Relations and capacity to focus in details to make the projects and events successful. I enjoy challenges and being learning constantly.

Skills

- Excellent communication skills, both written and verbal in Spanish and English
- Very comfortable working in a team
- Very organized and responsible
- Knowledge of management of events
- Knowledge of Social Media
- Knowledge of Microsoft Office
- Adaptable to changes

Work Experience

Teacher of Learning and Service Program

San Francisco de Quito University - Ecuador

July – Dec. 2016

- The class was about social topics like discrimination, poverty, education, health and gender.

Teacher's Assistant of Learning and Service Program

San Francisco de Quito University - Ecuador

Feb. – May. 2016

- The class was about social topics like discrimination, poverty, education, health and gender.

Coordinator of Communication

Coordinator of Educational Projects

Learning and Teaching Institute of the

San Francisco de Quito University – Ecuador

Dec. 2010 – Aug. 2016

- Coordination of Communication that included to create campaigns to promote the events and projects that the Institute offers. These campaigns use to be in social media, newspaper and radio. Also visiting clients or potential clients to offer the projects.
- Coordination of the Annual Educational Congresses that included: catering, promotion (social and mass media), registering of assistants, managing the budget, places and resources needed for the event, coordination of the image of the event.
- Coordination of Catalyst Vocational Orientation Camp that included: promotion (social and mass media), registering of assistants, managing the budget, managing the places and resources needed for the event, coordination of the image of the camp every summer, coordinating the psychologists and other experts to work or help during the camp, organizing the materials needed.
- Coordination of College Board Exams that included: managing of exams and students who took the exams, preparing the global results according to the results that College Board had sent, meetings with the directors of schools to explain the results.
- Coordination of Lupini, Children's Library that included: managing of documents to legalize the project with the Municipality of Quito, getting resources from sponsors, managing donations from the citizens for the library, promoting the library in mass media.
- (2014) Coordination of Online Courses that included: promotion of the courses, registering of students, monitoring the courses.
- (2010) Assistant of Communication of Online Education USFQ where the activities were: to promote the online careers in mass media and social media, to assist the applicants and interested people in the online careers.

Administrative Assistant

Projects' Office of

San Francisco de Quito University – Ecuador

Mar. 2009 – May 2010

- Customer service and invoicing

Media Monitoring Assistant

Crea Comunicación - Ecuador

Jan.- Mar. / Sep. – Dec. 2008

- Monitoring TV and newspaper

Ride Host

Cedar Point Amusement Park - United States

Summers 2007 - 2010

- Guest assistance; checking the safety of riders; managing controls of the rides or roller coasters.

Administrative Assistant

Auto Repair Shop GT – Ecuador

Summers 2004 - 2006

- Customer service
- Financial reports
- Merchandise reports

Volunteering

Scouts Ecuador – Ecuador

Sep. 2015 – present

- Volunteer in activities with teenagers from 11 to 15 years old

Un Techo para mi País – Ecuador

Nov. - 2009 – Feb. 2010

- Volunteer to build pre-fabricated houses in Ambatillo (Tungurahua province)

Fundación Sigvol - Ecuador

2009

- Activities related to performance and painting with kids in Plaza Eugenio Espejo
- Games and activities with kids from El Carmen Bajo neighborhood

IRFEYAL – Ecuador

2003 – 2004

- Teacher of Sciences for adults who were studying Elementary School

Education

Online Master in Corporate Social Responsibility

2015 – Present

Anahuac University - Mexico

Bachelor in Organizational Communication and Public Relations. Minor in Journalism

2005 – 2010

San Francisco de Quito University (USFQ) - Ecuador

Languages

Native Spanish

Advanced English

Basic French

Publications


September 2016

Para el Aula Journal

Article: ¡We opened Lupini, Children's Library!

- March 2016 ***Para el Aula Journal***
Article: Last details to inaugurate Lupini, Children's Library
- December 2015 ***Para el Aula Journal***
Article: Lupini: We keep building this dream
- December 2013 ***Para el Aula Journal***
Article: The Writing in Social Network
- July 2013 ***Educación Supplement by El Comercio***
Article: How to Discover the Vocation during Vacation
(co-author: Isabel Merino)
- June 2012 ***Para el Aula Journal***
Article: Preventing the University Desertion, a Joint Challenge
- June 2011 ***Aula Magna Newspaper (USFQ)***
Article: I want to be...
- March 2011 ***Aula Magna Newspaper (USFQ)***
Article: Teacher's Training
- December 2009 ***La Facultad Magazine (USFQ)***
Article: Multiuse Accessories for any Weather
- December 2009 ***La Hora Newspaper***
Report: Fundación Por Una Vida
- November 2009 ***La Hora Newspaper***
Article: Myths and Truths about Dental Bleaching

Personal References

 Available upon request