



Vanessa Hurtado

📍 Los Angeles, CA 91344 📞 (818) 469-4308
✉️ vanessah19994@gmail.com

Organized and dependable professional with experience in succeeding in fast-paced environments through multi-tasking and time management. Loyal team player who is eager to take on additional responsibilities necessary to meet team goals. Ability to handle confidential and sensitive materials with discretion and support high-level executives.

SKILLS & TOOLS

- Microsoft Office (*Excel, Word, PP*)
- Acrobat Adobe & Adobe Creative Cloud
- Multimedia Presentations
- Customer Service
- Orientation and Onboarding
- Bilingual (Spanish)

EXPERIENCE

Student Support Coordinator JAN 2021 - CURRENT
LMU Office of National/International Fellowships

- Represented and presented on ONIF services and fellowship materials to student organizations.
- Organized and maintained data for domestic and international *study* programs.
- Created promotional content using Adobe Premiere Pro.

HR and Marketing Intern MAY 2022 – AUG 2022
Doorway Home Loans

- Handled confidential and sensitive information with discretion.
- Assisted with HR Employee Change Forms, Offer Letters, Employee Agreements and Org Chart.
- Created promotional graphics and composed companywide communications.
- Assisted in organizing company held events and company outings.

Sales Associate JUNE 2021 – AUG 2021
Nordstrom

- Provided excellent customer service to customers by engaging with customers, assisting with customer needs and promoting product to increase sales.
- Organized racks and shelves to maintain tidiness and visual appeal.

EDUCATION

Bachelor of Arts | Journalism and Political Science EXPECTED MAY 2024
Loyola Marymount University

- Dean's List | *2021 and 2022*
- Vice President of Administration for Kappa Alpha Theta
- Business Law Society, Secretary
- Crockpotters United, Co-President
- Order of Omega Greek Honor Society



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