

# I v á n S i l v a

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## PROFILE

Dedicated personable individual, who exemplifies the strong positive characteristics that are of value to any organization. Additionally, communication and interpersonal skills are key assets needed to fulfill the requirements of said position; both attributes that I possess and demonstrate great control over. I have previously held various positions, each of which has been marked by my distinct nature and noticeably proper and strong work ethic. Furthermore, my capabilities to incorporate technology and previous education and experience into my job are key assets to the needs of a growing company.

## SKILLS SUMMARY

- Project/ hands-on management, Report preparation, Advanced computer skills (Windows/ Mac):
- I. Microsoft Office: Word, Excel, PowerPoint and Outlook
  - II. Microsoft Software: Access, Info-Path, Visio, Publisher, Front Page
  - III. Adobe: Acrobat, Photoshop, InDesign, Illustrator, GoLive, and Quark
- Scheduling, Motivational training, coaching/development, Customer relations and service, Sales experience, Intermediate print/ web layout and design, Applied public relations experience: copy editing, news releases, and fact sheets, Media relations, Writing, Development and production of publications

## EDUCATION

BA Journalism with an emphasis Advertising/Public Relations  
Dec. 2009  
The University of Texas-Pan American

## PROFESSIONAL AFFILIATIONS

Member, Public Relations Student Society of America, UTPA Chapter, 2007 -2009

## EXPERIENCE

- Project Specialist Internship, San Juan Economic Development Corporation,  
San Juan, Texas  
Spring 2009
- Customer Service Specialist,  
U.S. Energy Savings Corporation  
McAllen, Texas  
August 2007-June 2008
- Lasik Sales and Marketing Consultant,  
Manrique Custom Vision,  
McAllen, Texas  
2007
- Customer Care Team Leader, ManPower: JVC  
McAllen, Texas  
2005-2007
- Assistant Manager,  
Las Bogambillas Apartments  
Alton, Texas  
2001-2006

## LANGUAGES

Fluent in English and Spanish