

MANUELA GONZALEZ

WRITER | SOCIAL MEDIA COORDINATOR | EDITOR | ARTIST

+01 (210) 912-6814 | manuelakgp@gmail.com | guavavenezolana.com

PERSONAL SKILLS +

CREATIVITY COMMUNICATION
ORGANIZATION SOCIAL MEDIA
LANGUAGES DESIGN
BLOGGING WRITING
ADOBE CC ILLUSTRATING
TRANSLATION RESEARCH

SOFTWARE SKILLS +

HTML WORKING KNOWLEDGE
ILLUSTRATOR WORKING KNOWLEDGE
INDESIGN PROFICIENT
PHOTOSHOP WORKING KNOWLEDGE
MICROSOFT OFFICE PROFICIENT

LANGUAGES +

SPANISH FLUENT SPEAKER
ENGLISH FLUENT SPEAKER
PORTUGUESE FLUENT SPEAKER
FRENCH ACTIVE LEARNER

REFERENCE +

**Kyra
Littlejohn**

Burson Cohn and Wolfe

Account Executive

(313) 732-2835

kyra.littlejohn@bcw-global.com

WORK EXPERIENCE +

SOCIAL MEDIA COORDINATOR

Oracle Corporation

Social Media Coordinator for the Oracle Women's Leadership branch in San Antonio, Texas

(December 2017-present) | The first hired Social Media Coordinator for the San Antonio branch of the Women's Leadership group (OWL) on behalf of Oracle. Responsible for all official communications, internal media, and integrating external media into our operations.

OWNER | CONTENT CREATOR

Guava Venezolana

Owner, writer, and content creator for personal blogging brand

(2017-present) | Sole owner and moderator of a personal blog titled "Guava Venezolana" – here I link my other social media in an attempt to draw traffic and views to my posts, as well as I harbor writing samples and practice web design using basic tools to edit my own site.

SOCIAL MEDIA COORDINATOR | WRITER

Emprendedora LLC

Social Media Coordinator and Writer for Emprendedora, LLC

(February 2016-January 2017) | Multicultural Marketing Solutions experience; responsible for managing social media for various accounts and channels per client. In charge of designing images, translating official documents, and editing press releases and news articles; attended board meetings and presented social media reports. Managed social media calendars and media kits along with a team, namely spearheading the CHEF program with the Children's Hospital of San Antonio.

WRITER

The Odyssey

(March 2016-June 2016) | Weekly contributor for my particular college community on behalf of The Odyssey. Managed to write articles based on personal topics, obtaining the most views on my very first article geared towards local minority business women in San Antonio.

ENTERTAINMENT EDITOR

The Rattler Newspaper

(2013-December 2015) | Entertainment editor for the award-winning St. Mary's University Rattler Newspaper; responsible for pitching six stories weekly, managing writers, designing my own layouts from scratch, understanding AP metrics, following a media kit, and editing stories for bi-weekly publication.

EDUCATION +

BACHELOR OF THE ARTS (INTERNATIONAL RELATIONS)

(August 2012-December 2015)

St. Mary's University

Studied courses pertaining to International Relations and Political Science as well as language courses, focusing on globalization, understanding other cultures politically, economically, and socially; a main concern was learning how to be a global citizen, and how to thrive in a globalized society.