

# Arendi Garcia

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## CAREER OBJECTIVE

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Seeking a position at a company where I can utilize my education, experience and skills in order to meet organizational objectives.

## EDUCATION

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The University of Texas Rio Grande Valley

Brownsville, Texas

**Bachelor in Graphic Designs with a minor in American Sign Language**

Expected Graduation: May 2023

- Cumulative GPA: 3.57

## SUMMARY SKILLS

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- Skills using Adobe CCS.
- Fluent in Spanish and English, with some knowledge in American Sign Language
- Microsoft Office – Word, PowerPoint, Access
- Recommend products or services to customers.
- Maintain records of sales or other business transactions.
- I'm very creative.

## SUMMARY OF QUALIFICATIONS

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- Greet customers and ascertain what each customer wants or needs.
- Knowledge in three languages such as Spanish, English, and basic American Sign language.
- I'm a hard worker and dedicated to my work
- Recommend products or services to customer

## EXPERIENCE

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- Some previous knowledge with working with costumers.
- Negotiation — Bringing others together and trying to reconcile differences.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Volunteer work at small restaurant, a university event.
- Volunteer at a dog rescue center in Matamoros.

## ACTIVITIES AND HONORS

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- Dean's List, UTRGV
  - President's List UTRGV
  - Dogs Rescue in Matamoros, Volunteer
- Fall 2021 – Spring 2022  
Spring 2020 - Spring 2021  
2019