

Alessandra Portaro

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Skills and Qualifications

- Expertise with PC desktop applications such as Word, Excel, PowerPoint
- Experience with Engineering 3D simulation software such as AutoCAD, Inventor and ANSYS
- Great communication skills
- Bilingual fluent in Spanish, English, with excellent reading and writing
- Fast learner and proactive
- Excellent team working skills
- Very neat and organized, with good time management

Education

Saint Martin's University, Lacey, WA
Mechanical Engineering

August 2019

Olympia High School, Olympia, WA

Sep 2009 – Jun 2013

Experience

Saint John's Episcopal Church – Parish Administrator

Jan 2022 – Oct 22

- Manage direct communications with parishioners and visitors.
- Train, motivate and supervise volunteers.
- Manage and compile the weekly and monthly parish newsletters.
- Create, format, and proof-read all service bulletins for both English and Spanish services.

Rampage Fabrication – Product Simulation Consultant

Jun 2019 – Oct 2019

- Product simulation in 3D using Autodesk Inventor
- One-on-one meetings with clients in order to understand their needs
- Experience invoicing all services performed

Saint Martin's University – Admissions Record Assistant

Jan 2016 – Dec 2016

- Entering new student's information in the university's system
- Administrative and organization support
- Sending information about admissions to applicants
- File and maintain confidential records

Saint Martin's University – Computer and Copy Center Assistant

Jun 2016 – Aug 2016

- Welcoming students, answering questions and helping with their needs
- Operating the printer, copy machine, scanner
- Managed time efficiently to provide students with fast quality service
- Initiative to start new assignments with a positive attitude

Additional Information

- Award as Saint Martin's University 2019 Mechanical Engineering Outstanding Capstone Design, voted by the HIMSE faculty and EAB
- Two semesters on Saint Martin's Dean's list
- Volunteering at C.I.E.L.O. in the Robotics Summer Immersion 2018