

ARELI ARTEAGA

EDUCATION

Bachelor of Science, Business Economics -Minor, Spanish University of Idaho, Moscow, Idaho	May 2017
Bachelor of Science, Political Science University of Idaho, Moscow, Idaho	August 2017
Parma High School, Parma, Idaho High School Diploma	May 2012

EMPLOYMENT EXPERIENCE

Policy Advocate Pre-school Aide Caldwell, ID	United Farm Workers Community Council of Idaho Casa de Colores	December 2018-Present Aug. 2017-December 2018
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- Assist Teacher with planning and conducting a classroom instructional curriculum and activities, for assigned children, that encourages growth of language, social, emotional, physical, intellectual, and communication skills
- Ability to help maintain a safe and supportive learning environment in a classroom environment.
- Assist to prepare, maintain, and present records, documents, reports, and reviews.
- Assist to develop the primary language while introducing a second language.

Customer Service Moscow, ID	FedEx Office General Shipping Office	May 2015-October 2016
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- Set up and produce single or multiple copies of printed, typewritten, or other machine-acceptable original material, using photocopy equipment with reduction, enlargement, collating and binding capabilities.
- Operated binding and other auxiliary equipment.
- Provided customer service, including anticipating customer needs, suggesting alternatives and problem solving, and able to satisfy those needs with a minimum amount of supervision.
- Produced work in accordance to pre-established priorities of customer projects.
- Followed instructions of supervisors and assisted other team members in performing center functions.
- Performed all other duties as needed or requested.

Research Assistant Moscow, ID	University of Idaho Political Science	May 2015-September 2015
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- Provide assistance with the preparation of project-related reports, manuscripts, and presentations.
- Conduct internet-based and library research.
- Prepare, manipulate, and manage extensive databases.
- Summarize project results.

INTERNSHIPS

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- United Farm Workers (Cesar E. Chavez) Washington DC Summer 2014
 - Organized and coordinated UFW Foundation outreach and trainings with community based organizations, social service agencies, and interested parties. Maintained public relations, including participating in community events, tabling, and providing trainings to student groups. Accompanied UFW representatives to all collaborative meetings with other social service agencies and community partners. Assisted with the development of organizational print media (pamphlets, brochures, etc).

- **Department of Ed: Department of Migrant Education (OME), Washington DC** **Summer 2013**
 - Selected to participate in the National HEP/CAMP Association Internship Program. Worked with the HEP & CAMP team in a variety of tasks including policy discussions, preparing for the HEP & CAMP Annual Directors' Meeting, worked with project files, and provided a limited amount of data management. Assisted the MEP staff with monitoring reports, guidance documents, preparing for the OME Conference, and worked with state files. Attended policy briefings and other pertinent meetings that were attended by OME leadership.

PROFESSIONAL ORGANIZATION

- **Lambda Theta Alpha Committee, President/ Treasurer/ Orientation Coordinator** **2014-Present**
 - Responsible for expansion and oversaw orientation process.
 - Mentor and provide academic support to new members
 - Help lead effective chapter meetings, events, and organize the membership's vision for future terms.
 - Help lead fundraisers, oversee organization expenses and income, help organize budget and collaborate to fundraise for charity events.
 - Developed and organized a budget of \$2,000 to help maintain the chapter's finances.
- **Organizacion de Estudiantes Latinos Americanos (OELA), Treasurer** **2012-2014**
 - Developed and organized a budget of \$10,000 to help bring 40 Hispanic students from southern Idaho to the University of Idaho for an annual event called Vandal Challenge a leadership conference.
 - Assisted in the Vandal Challenge program by helping select prospective University of Idaho students.
 - Oversee finances of organization and help create fundraising ideas.

CERTIFICATIONS

- **Lambda Ladies as Empowered Advocates for Diversity (LLEAD)** **June 2017**
 - Program enhances leadership skills by providing educational workshops.
 - Provides activities to enhance understanding about cultural sensitivity and diversity.
 - Program is designed to increase understanding of working with individuals from different backgrounds and personalities.

TECHNOLOGY SKILLS AND SOCIAL MEDIA

- Microsoft Office: Outlook, Word, Excel, PowerPoint
- Social Media: Facebook, Twitter, Skype, Pinterest, LinkedIn

LANGUAGES

- Fluent in Spanish and English, with demonstrated bicultural skills