



SINAIS ALVARADO

Strategic Communicator & Education Manager

PROFILE

Driven. Motivated. Professional. Always meeting every deadline, and experienced in organizing and implementing marketing and business strategies. Fluent in Spanish and English and able to reach a diverse group of clients and businesses. Graduated with a B.A. in Business Administration in May 2016 and will be graduating with an M.A. in Strategic Communications in May 2020.

CONTACT

PHONE:
414-745-0270

WEBSITE:
sinaisalvarado.com

EMAIL:
Sinais.alv@gmail.com

SKILLS

Native Spanish Speaker
Microsoft Office
Marketing (Print/Digital)
Adobe Programs
Project Management
Social Media Management
Problem Solving
Public Relations
Professional Communication
Event Planning
Critical thinking
Customer Service
Amateur Photographer

EDUCATION

Washington State University

August 2018 – May 2020
4.0 GPA. M.A. in Strategic Communication. Online program focused on professional communication skills in marketing and public relations.

Wisconsin Lutheran College

August 2012 – May 2016
3.28 GPA. B.A. in Business Administration with emphasis in Marketing and International Business. Dean's List Spring 2015 and 2016, and Academic Scholarship Recipient 201-2016.

WORK EXPERIENCE

Executive Director Inc. | Education Manager with SRS

November 2018–Present
Assess educational needs of SRS, lead the planning & implementation of webinars, manage abstract submissions, work with committees, manage and coordinate filming, assist with LMS, and assist with meetings.

Executive Director Inc. | Communications Coordinator with AAEA

March 2018–November 2019
Coordinated communications from AAEA, published outreach material, served as committees' liaison, and assisted with Annual Meeting promotion and creation of Mobile App.

Ambrosia Events | Marketing & Events Manager

June 2017–May 2019
Created marketing material and content for website and social media, responded to client inquiries, and assisted with event planning & design.

Advantage Media Services | Invoice Auditor & Traffic Coordinator

August 2016–March 2018
Worked with client information such as invoice data, audit reports, and monthly billing logs.

Interfaith Older Adult Programs, Inc. | Public Relations & Marketing Intern

January 2016–August 2016
Developed marketing materials such as newsletters, press releases, and social media posts. Assisted in project & event planning and fundraising development.