

Vanessa Ortiz-Torres

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Experience

McDonalds

Department Manager

July 2017 - Present

- Run the day shift.
- Make sure all drawers and safe are counted and nothing is short.
- Assist customers with their needs and any issues they may have, and any issues are handled efficiently.
- Maintain quick service and assure everything being given is up to code within our food safety policy.
- Assist in making the schedules, and helping with the hiring process, conducting interviews.
- Assure that the crew has had their break and effectively communicate with the crew to know we're on the same page about getting orders out efficiently.
- Cross trained in every position and able to jump in and help anywhere that is needed.

EnVi Media

Summer 2022

Social Media Intern

- Write copy for our articles to promote in social media posts.
- Update each social media site with approved copy and article link. (Facebook, Twitter, Instagram, LinkedIn)
- Create eye catching graphics for Instagram posts and Instagram stories.
- Manage social media accounts by replying to comments, posting on schedule and replying to DMs.
- Keep track of everything being done via google spreadsheets keeping the spreadsheet organized and up-to-date.
- Strong communication with the team and attending monthly team meetings.
- Pitching any new creative ideas for our social media sites; new series.
- Analyze engagements between posts

EnVi Media

March 2022- Present

Spanish Translator

- Monthly picking up 2 articles to translate from english to spanish
- Monthly team meetings and pitching in with ways to better support our international readers

Skills

- **Software and Systems:** *Microsoft Office Applications;* Excel, Word, PowerPoint etc. *Photo Editing & Graphic Software;* Canva, Picsart, PicMonkey *Video Editing Software;* iMovie, Adobe Premiere, Final Cut Pro *Social Media Usage;* Twitter, Instagram, Facebook, etc. *Audio Software;* Audacity
- **Multilingual;** Fluent in Spanish and English, Intermediate Japanese, Beginner Korean.

- **Writing:** Script writing *Rundown Creator*
- **Camera Operation:** Studio television cameras, digital camera
- **Hands on class experience:** Studio Television Production, Field Television News, Electronic Media Production.

Google Drive: Past Class Productions: [Vanessa Ortiz Torres COMM Productions](#)

Education

[University of Delaware](#) — Newark, DE

Class of 2023

Bachelors of Arts (B.A.) in Media Communications