

# Atenas Barquet Toledo

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## EDUCATION

**Borough of Manhattan Community College (BMCC), New York, NY**

Associate in Arts Degree □ Major: **Communications** □ GPA: 3.95 □ Graduation: August 2023

## EXPERIENCE

**Writers' Guild President at BMCC, New York, Ny** Feb 2022 - May 2023

- Led and encouraged an interdependent, professional, and creative growth.
- Supervised officers' roles being executed properly with successful outcomes.
- Set up paperwork, planned meeting layouts, and budgeted over \$3,000 for club purposes.

**The Guild's Magazine Writer and Editor at BMCC, New York, NY** Feb 2022 - Dec 2022

- Encouraged diversified writing, creative writing and nonfiction articles including editing of articles.
- Planned and organized editing dates, publishing dates, and scheduled progress meetings.
- Assisted with website development and graphic design through SquareSpace platform.

**Holy Trinity High School Newspaper - Editor in Chief, Hicksville, NY** Aug 2019 - May 2021

- Coordinated editing deadlines, dates, and assigning roles to writers and editors.
- Wrote and edited articles in diverse areas; reviews, news, interviews, etc.
- Assisted with website development and graphic design through Google Sites platform.

## HONORS AND AWARDS

**BMCC-NBCU Academic Scholarship** July 2022

- Award given for academic writing skills, focused on my passion and interest for journalism.
- Attended NBCU and Deloitte workshops

**Out-in-Two Scholarship Award** Feb 2022 - May 2023

**BMCC Honors Program and Dean's List (Spring '22, Fall '22 & Spring '23)** Feb 2022 - May 2023

**Nassau Community College Monologue Competition - 3rd Place** April 2020

- Received an award for a five-minute performance of Segismundo's monologue from *Life is a Dream*

## VOLUNTEER EXPERIENCE

**Volunteer Club** Aug 2019 - Aug 2020

- Led and participated in fundraising events with other volunteers, involving nursing homes and shelters.

**Choreographer for Middle School Production, *Annie*** Feb 2020 - Mar 2020

## EXTRACURRICULAR ACTIVITIES

**CORE Ambassador at Holy Trinity High School** June 2020 - June 2021

**Starring Role, *Ms. Scarlet*, in School Production at Holy Trinity High School** Sept 2020 - Nov 2020

**Director in a One Act Show at Holy Trinity High School** Mar 2020 - Mar 2020

## LANGUAGE SKILLS

- Fluent in spoken and written Spanish

## COMPUTER SKILLS

- Experience with Web Development in Wix, Square Space, Wordpress, and Google Sites platforms.
- Working knowledge of Microsoft programs such as Word, Excel, Powerpoint, and Outlook on both Windows and Mac systems.
- Experience with social media platforms including Facebook, Instagram, Twitter and LinkedIn.