

# YAZMIN DANIELA BARBA

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929-427-4292 ♦ [yazmin.barba@gmail.com](mailto:yazmin.barba@gmail.com)

## EDUCATION

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**Universidad Marista de Guadalajara – Guadalajara, Mexico** **Aug 2017 – Jun 2018**

Concentration – Architecture

Current grade – 8.44/10

**Borough of Manhattan Community College (BMCC)** **Fall 2020- Present**

Major: Studio Art (Painting)

Spanish Legal Translation Certificate (On track for Spring 2022)

Current GPA: 3.96

Dean’s List (every eligible semester)

## INVOLVEMENT

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Phi Theta Kappa Honor Society Member

Student Board Association, *Secretary*

Universidad Marista Women’s Soccer Player

Universidad Marista Choir Member

## EXPERIENCE

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**The Oshman Mirisola Law Group – New York, New York** **Mar 2019 – Feb 2022**

*Paralegal* – Assisting with the preparation, filing and service of pleadings. Acting as liaison among all parties including court or other neutrals for scheduling and sharing information. Organizing and managing documents, including the creation of spreadsheets and retrieval systems. Translated documents from Spanish to English and assisted clients with translation.

**Cámara de Comercio – Guadalajara, Mexico** **Aug 2017 – May 2018**

*University Entrepreneur* – Prepared and provided solutions to local businesses for various issues they faced. Hosted events to raise capital for local businesses. Planned event and coordinated panels of distinguished professionals to give speeches to students.

**FEST Graduaciones – Guadalajara, Mexico** **Aug 2016 – May 2018**

*Manager* – Oversaw and directed more than 200 employees. Ensured events, attended by up to 5,000 people, went smoothly.

**Jalisco Talent Land – Guadalajara, Mexico** **April 2018**

*Stage Manager* – Managed a one-week event that brings together and promotes various talents including robotics, drones, developers, gamers, designers, entrepreneurs, markets, etc.

**Autotransportes Mezcala – Tepatitlan, Mexico** **Aug 2014 – Aug 2017**

*Secretary* – Supported day-to-day running of the office. Answered telephone inquiries from clients and potential clients.

**COE Centro Ocupacional Especial – Tepatitlan, Mexico** **Aug 2013 – May 2015**

*Volunteer* – Attended a six month training to work with people with disabilities and help them integrate into society. Conducted fundraisers to raise money for their needs. Planned recreation activities, such as plays and arts and crafts.

**League of United Latin American Citizens – Hollister, California**

**Aug 2011 – Aug 2012**

*Volunteer* – Performed various community service, such as painting historical landmarks and packing food at a foodbank to assist people in need.

## **SKILLS**

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### **Computing Proficiency**

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- AutoCAD
- Adobe (InDesign, Photoshop, Illustrator)

### **Language Proficiency**

- English – fluent
- Spanish – fluent