

Yalondra M. Valderrama-Santana

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EDUCATION

Bachelor of Arts in Political Science December 2015
Texas A&M University - College Station, TX
Major in Political Science
Minor in History

Associate of Science in Biology August 2014
Central Texas College - Killeen, TX
Major in Biology
Minor in Criminal Justice

WORK EXPERIENCE

CRISIS INTERVENTION CONSULTANT

Families in Crisis Inc. February 2016 - Present

- Help domestic violence and sexual assault victims to file reports, provide the with shelter, protection, and other.
- Help clients to adjust to their new life style.
- File out the new clients information and all paperwork need.
- Give away any items that clients may need, such as towels, hygiene items, bed sets, food, medicine, and others.
- Take all types of calls and direct them to the right organization or help them with anything I could.
- Receive new clients and exit old clients.
- File legal documents and direct them to the right department.
- Take statements from the clients.

SALES ASSOCIATE

Toys R Us October 2015 - January 2016

- Provide good and efficient customers service
- Cashing customers out
- Offering the customers the opportunity to get a Toys R Us credit card and Rewards card
- Making sure the store is clean and presentable for the customers.
- Doing returns, exchanges and refunds to customers.
- Fixing and organizing shelves at the end of business day.
- Organize and coordinate work schedule.

AGGIE MENTOR

Texas A&M University Work Study Program- Bryan High School Mentor Program February 2015 - December 2015

- Consulting high school students about college, work, grade, financial aid, etc.
- Help students with college applications and scholarships.
- Inform students' parents about the many opportunities their children have available.
- Making copies, faxing and answering the telephone.
- Organizing and coordinating special events for students.
- Helping students registering for texts like the SAT, ACT, IST, etc.

SALES ASSOCIATE

Toys R Us November 2014 - January 2015

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BOOKSELLER

Text Book Galore Bookstore (non paying job) January 2013 - August 2014

- Provide a good and efficient customers service

- In charge of book in shelves and off shelves inventory.
- Ordering and buying books for the store.
- Buying materials for the store.
- Packing and mailing books.
- Preparing and filing book rental documents.
- Keep track of sales and rentals.
- Cleaning and maintaining the store organize.
- Opening and closing of the store.

INSTRUCTOR

Shotokan Karate Dojo and After School Program

July 2012 - December 2012

- Instructor of karate classes from ages 5 to 8.
- Maintaining the store clean and organize
- Filing and preparing enrollment documents
- Ordering karate equipment.
- Receiving payments from parents and students.
- Serve snacks to after school program children.
- Helping with homework and tutoring for the after school program kids.

VOLUNTEER AND OTHER EXPERIENCE

The Rotary Club of Killeen TX

2015 - Present

- *Help organizing fundraising for the less fortunate.*
- *Creating an environment of networking.*
- *Help collecting money for the different organization that the Rotary Club sponsors.*

St. Joseph Catholic Church

2015 - Present

- *Help with fundraising and food banks.*
- *Helping with kids during kid story time.*

TAMU Study Abroad - European Academy 2015

2015

- *Went to study European culture and the European Union relationship with United States.*
- *International relationship affairs.*
- *Spent 2 month traveling through Europe; Germany, Poland, Belgium, and France.*

Tutoring Program

2013 - 2016

- *Help high school students, and freshmen and sophomore college student with understanding school material.*

Killeen Animal Shelter

2012 - 2013

- *Dog walker volunteer.*

Texas Marine Mammal Stranding Network, Corpus Christi region

2011 - Present

- *Help marine mammals that end of the beaches hurt or in need of assistance.*
- *We provide health care to those marine mammals in need of it and take care of them until they could return to the wild.*

Girls Scout

2011 - 2013

- *Member since I was 5 years old until turning 18 years old*
- *After 18 years old, become a volunteer to help new girls in their Girls Scout leadership path.*