

Fernanda Guadalupe Lopez Higuera

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EDUCATION

California State University Monterey Bay
Bachelors of Science in Spanish Language Hispanic Culture
MINOR: LAW
December 2023

Hartnell College
Associates of Artes Spanish for Transfer
December 2021

EXPERIENCE

Assistant of The Executive Director
LATINAN
Salinas, CA 93906
August 2022-October 2022

- Analyzed Customers Legal Situation
- Evaluated Customers History
- Researched global Issues
- Systematized Petitions USCIS Form
- Gained Customer Service Skills
- Analyzed and Investigated information
- Respected everyone and did not discriminated customer by their race, language, religion, age, ethnicity, sexual orientation, gender, etc.

SKILLS

Languages and Computer Proficiency

Bilingual in English and Spanish

Mac, Android, Google Workspace, Microsoft Word & Excel

Adobe sign/reader/editor, google Chrome, Safari, Microsoft, PDF

Communication and Problem-Solving Abilities

Communicates with peers' respects others' opinions

Creates a positive environment for everyone

Focuses on solving a problem immediately

Research and Multi-tasking Skills

Analyzed and Investigated information

Produced multiple tasks at a same time

Adapt in different environments