

ELLEN MALDONADO

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EXPERIENCE

Residential Assistant, Leslie Romero, Institute of American Indian Arts, Santa Fe, NM — Aug 2018 - Nov 2019, Jan 2021- March 2022

Working as an Residential Assistant I had learned group/team skills, confidentiality, treated everyone fairly, attended team meetings, lead group activities, gained knowledge about the IAIA Student/ Family Housing Handbook, demonstrated a professional presence, listening skills, attentive to my residents, assisted in preparing for group activities and able to assist and refer students to the proper resources

Facilities, Phil Cooney and Henry Mag, Institute of American Indian Arts, Santa Fe, NM — Aug 2017 - July 2018, May - July 2019, July- Aug2021

Working for Facilities I gained an in-depth knowledge about IAIA, assisted in group projects, communicated with the teams and our bosses, assisted with set-ups and break downs of rooms, asked for assistance with projects when needed, and completed duties as required.

Intern, Dr. Elizabeth Stahmer, Stagecoach Foundation, June-July 2020

Working as an Intern at Stagecoach Foundation, I learned the about the behind the scenes of a production. I sat in on meeting taking notes and absorbing the environment. I was tasked with assisting both the Executive Director and Digital Manager, often taking notes for them both. Also learned about Person Protective Equipment (PPE) and the New Mexico's Senate Bill 2 Film Tax Incentive.

Receptionist for the Presidents Office, Angie Brown, Institute of American Indian Arts, Santa Fe, NM — Jan-Mar 2020

Working I conducted tours for multiple groups and individual tours, I had used Customer service skill, Listening skill were required for answering the phones, took and followed directions when being sent to complete a task, and also gained knowledge about IAIA College Catalog.

Orientation Leader, Loyola Rankin, Institute of American Indian Arts, Santa Fe, NM — Spring 2020

Working as an Orientation leader I had to lead group activities, complete task as they were given, used group communication skills, solved problems as they occurred, attended/participated in team meetings, maintained a professional relationship with my mentees

EDUCATION

**Institute of American Indian Arts, Santa Fe, NM — BFA (Studio Art) 2022 ,
AFA (Performing Arts) 2022**

SKILLS

First aid trained

CPR Qualified

Task and Goal oriented

Assertive

Integrity

AWARDS

American Indian Higher Education Consortium (AIHEC) Poet Laureate
2021-22

Certificate of Appreciation Spring 2020

Ambassador for the Institute of American Indian Art 2019-2021

Mental Health First Aid Trained - QPR Gatekeeper Fall 2019

Dean's List Spring 2019