

ISABELA CAICEDO



EDUCATION

Pursuing M.S. in I/O Psychology | University of Central Florida

AUG. 2018 – PRESENT

B.S. in Psychology | University of Central Florida

AUG. 2012 – MAY 2018



WORK HISTORY

PRIVATE TUTOR | SELF EMPLOYED | JAN. 2015 – PRESENT

- Tutored six high school students across multiple subjects
- Developed and implemented tailored study plans for individual students
- Monitored, assessed, and remediated student performance
- Communicated with parents about students' progress

LEAD ADMINISTRATIVE ASSISTANT | NAPLETON'S VW OF ORLANDO | JUL. 2013 – FEB. 2016

- Maintained workflow by instituting and enforcing protocols and procedures
- Provided administrative support to General Manager and management team
- Coordinated with departmental heads to improve workplace communication
- Trained four administrative assistants during tenure



SKILLS

- Bilingual: Fluent in English and Spanish
- Working knowledge of SPSS
- Proficient in Microsoft Office
- Skilled in Social media and Content Management (Facebook, Instagram, Twitter, Pinterest, LinkedIn, and YouTube)



RELEVANT EXPERIENCE

TEACHING ASSISTANT | UCF PSYCHOLOGY DEPARTMENT | AUG. 2017 – PRESENT

- Assisted Dr. Mottarella in the areas of Career Readiness and Career Readiness II
- Provided guidance and feedback to 40+ undergraduate students and aided with the grading of assignments
- Corresponded with Performance Solutions staff to address student concerns and questions

INTERN | UCF PERFORMANCE SOLUTIONS | AUG. 2017 – PRESENT

- Created written materials for Career Readiness Solutions
- Attended Performance Solutions meetings
- Assessed client's job candidate's

VOLUNTEER | HARBOR HOUSE OF CENTRAL FLORIDA | FEB. 2016 – MAY 2016

- Assisted with organizing Paws for Peace charity walk
- Corresponded with donors to encourage further participation
- Assisted marketing staff with charity event related tasks