# Skills

Fluent in the Spanish language Member of Phi Theta Kappa

CPR and First Aid certified Google Drive, Word, Excel, and Outlook savvy

# Literary Contributions

Literary Translator, toyon, Humboldt State university; Arcata, ca — Fall 2016

Worked alongside Multilingual Editor to generate a multilingual flyer, extended our submissions requests to other partners on campus, and oversaw multilingual/ translated submissions. Translated the homepage for the *Toyon* website into Spanish.

editorial Assistant, Humboldt State University; Arcata, ca — fall 2016

Recipient of the Fall 2016 Undergraduate Research and Creative Activity Fellowship. Obtained the following editorial skills: obtaining contact information for all the authors to be included in the book, determining copyright for each piece, writing introductions and discussion questions for a number of the articles geared for a student audience, and providing a small number of suggestions for further readings as well.

# Janet Calderon

(A resume with personal contact information is available upon request)

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(Please contact for personal information)

# Work Experience

Front Desk Agent, Days Inn and suites; Arcata, ca — 2016-Present

Check-in/check-out hotel guests efficiently through SynXis software; process all payments according to established hotel requirements. Provide information and assistance to all guests and visitors. Enter data into Google Drive documents and spreadsheets.

# Education

Humboldt State University, Arcata, CA - B. A. in English, Writing Practices, 2015-2017

Napa Valley College, Napa, CA - A. A. in Social and Behavioral Sciences, 2008-2010

# Publications

Calderon, Janet (2016) "Spitting Embers," *Toyon Literary Magazine*: Vol. 62: Iss. 1, Article 10.

# References

(References can be provided upon request)