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)