

# Sandra E. Galindo

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## QUALIFICATIONS HIGHLIGHTS

- ✓ B.A in Communications with a concentration in Advertisement
- ✓ Skilled in selecting and adapting materials for presentation.
- ✓ Deeply committed to high quality work.
- ✓ Firm, positive attitude; good judgment in newsgathering and ability to respond quickly to breaking news.
- ✓ Well organized, able to multi-task and manages intense deadlines.
- ✓ Excellent communications skills.
- ✓ Strong knowledge of current events.

## PROFESSIONAL EXPERIENCE

- ✓ Over 10 years in newspaper reporting, writing and editing.
- ✓ Assigned stories wrote and edited articles, reviews and copy for the Entertainment section.
- ✓ Supervised up to 4 staff members and scheduled assignments.
- ✓ Two year experience as radio co-host in Mexico.
- ✓ College and High School teaching planning and developing the curricula so the students can learn using all kinds of media.
- ✓ Successful and self-confident in classroom presentation and team teaching

## EMPLOYMENT HISTORY

- ✓ **Editor/ Rewriter** Meximerica Media Inc. San Antonio, TX 2004- 2006
- ✓ **Reader Grader 1** UTSA San Antonio, TX 2004
- ✓ **Editor** Vanguardia Newspaper Mexico 1991-2003
- ✓ **Reporter** American Media (MIRA Magazine) Miami, FL. 2002
- ✓ **College Professor** North East Autonomous University Mexico. 2000-2001
- ✓ **High School teacher** Excelsior Institute Mexico 1998- 1999
- ✓ **Co-Host 94.7 FM** J. Tafich Organization Mexico 1994-1996

## EDUCATION

- ✓ **Graduate student. M.A. Bilingual Bicultural Studies** University of Texas at San Antonio 2004 - Present
- ✓ **Certificate in Public Speaking** University of Miami 2000
- ✓ **Certificate in Artistic Techniques of Film and TV** University of Miami 2000
- ✓ **Graduate credit, Communications** (3.67 GPA) Coahuila Autonomous University 2001
- ✓ **B.A Communications, Advertising** (3.38 GPA) Sierra Madre Superior Education Technology Center 1998

(Education credentials evaluated following practices recommended by the National Council for the Evaluation of Foreign Educational Credentials made by the Foreign Credentials Service of America in 2003)

## **COMPUTER SKILLS**

- ✓ Microsoft Word/ Windows/ Internet/ Power Point/ Quark Press/Excel/Page Maker

## **LANGUAGES**

- ✓ Bilingual English – Spanish

## **LICENSES**

- ✓ Public Education Secretary (SEP) Credentials from Mexico since 1999

## **AWARDS**

- ✓ 2004-2005 Nominated to “Who’s who among Students in American Universities and Colleges”

## **AFFILIATIONS**

- ✓ NAHJ (National Association of Hispanic Journalist)
- ✓ Television Critics Association (TCA)
- ✓ UTSA Alumni Association (2005)
- ✓ US Permanent Resident