

**Dazalyn A. Moreno**

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## **Education**

**University of Illinois-Chicago, Chicago, IL**

B.A. In English

Expected December 2024

Professional Writing and Publishing

## **Relevant Coursework**

- Media and Professional Writing
- Writing for Health Professions
- Digital Journalism
- Editing and Publishing
- Spanish Grammar in Practice
- Data Journalism

## **Independent Research**

*Welcome Home: The History and Influence of Chicago House Music*, Dr. Margena Christian August 2024 -

Current

- Developed research and analytical techniques to display factual information in an engaging manner
- Collaborated with faculty advisor to polish and refine manuscript by incorporating feedback to enhance coherence and clarity

*Umbelina Y Salvador*, Dr. Robin Reames

January 2024 – May 2024

- Developed creative storytelling techniques to display factual information in an engaging manner
- Collaborated with faculty advisor to polish and refine manuscript by incorporating feedback to enhance coherence and clarity

## **Experience**

Library Aid, **University of Illinois Chicago, Chicago IL**

August 2024 - Current

- Page and re-shelve rare books and archival boxes
- Photocopy rare and fragile material
- Greet and register Special Collections patrons and direct in-coming calls to appropriate staff in the department
- help maintain orderly collection storage areas

Sales Associate, **Burlington Inc., Chicago IL**

July 2023 – Current

- Meticulous operated POS system transactions, including cash, credit, exchanges, returns, and refunds, to ensure seamless and accurate cash flow
- Maintained a clean, organized inventory and displays of seasonal clothing and accessories.
- Supported the closing of each shift and demonstrated punctuality

Personal Assistant, **JW Plastic Surgery Center, Chicago IL**

January 2021 – August 2022

- Maintained, updated, and organized patient and company files, both digital and physical
- Aided 10+ patients per shift with routine tasks such as pre-op paperwork and carefully transferring patients into wheelchairs and beds
- Respected patient privacy and dignity, upholding all surgical center policies and HIPPA regulations

## **Skills**

**Languages:** Fluent in Spanish **Technology:** Word (Proficient), PowerPoint (Proficient), POS Systems, Adobe Photoshop (beginner), Knowledge in Library of Congress System