
COTI ZAVALA

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SUMMARY

Detail-oriented student with extensive knowledge in project management, motivation, and personal marketing. Committed to communication and creativity in the workplace and in life.

EDUCATION

Bachelor of Science: Creative Industries, 05/2022

Bentley University - Waltham, MA

- President's List and Dean's List
- Abroad: Semester at Sea (Spring 2022)

EXPERIENCE

Student, 01/2022 to 04/2022

Semester At Sea

- Comparative study abroad program, traveled to 13 countries while studying aboard a cruise ship.
- Was Sea Captain for my Sea, facilitated team of 65 members and created events for all 450 voyagers.

Campus Tour Guide, 08/2019 to 12/2021

Bentley University Undergraduate Admissions – Waltham, MA

- Communicated Bentley University's identity to 5-10 prospective students per tour for enrollment commitment.
- Built personal relationships with guests by providing +5 meaningful stories per tour.

Spanish Tutor, 01/2019 to 12/2021

Bentley University – Waltham, MA

- Taught 5-10 students per day on pronunciation tactics, essential words, and conducted conversations with them.
- Crafted, edited, and produced end-of-the-semester Newsletter.

Project Manager, 08/2021 to 09/2021

Nifty LLC – San Juan, PR

- Developed and initiated projects, managed costs, and monitored performance.
- Visited over 3 material stores per day to order and deliver new materials for site.
- Called over 5 contractors to get quotes from them and negotiate best outcome for us.

Social Media Manager, 01/2021 to 05/2021

New Women Space – Brooklyn, NY

- Created and curated 10-20 graphics per week to increase engagement and channel growth on Instagram and Facebook.
- Applied web development strategy by aligning consistent brand messaging with visual designs.

Junior Analyst Intern, 06/2020 to 07/2020

Advent-Morro Equity Partners – San Juan, PR

- Assisted 5 senior members on preparation of monthly financial reports.
- Performed market and industry research for over 10 portfolio companies.

Facebook Startup Caribbean Hub Intern, 05/2019 to 08/2019

Parallel 18 – San Juan, PR

- Coordinated training for 10 startups with Facebook mentors.
- Created, updated, and maintained detailed documents and spreadsheets on program data for future cohorts.

LANGUAGES

Fluent in Spanish, English, Italian, French, and Portuguese.

INVOLVEMENT

Phi Sigma Sigma, TAMID Group, Project Creative Industries, International Students Association, and Sea Captain (SAS).