

Ricardo Rengifo

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EDUCATION

B.A. in English, Creative Writing, and Spanish

The University of Iowa, Iowa City, IA

2021

SKILLS

Teamwork & Team Cohesion

- Collaborate with cross-functioning, high-performing teams.
- Adept at functioning independently under minimum supervision.
- Quick learner, skilled at picking up new technology and skills while collaborating with team members.
- Discerning professional with exceptional research, editing, and proofreading skills.
- Influential content developer with experience across several genres.

Project & Deadline Management

- Imaginative professional, proficient in developing engaging and innovative content.
- Self-starter; expert at juggling multiple projects while delivering on time.

Technology

- Social Media; Twitter, Facebook, Instagram, Snapchat
- Microsoft Office Applications: Outlook, Word and PowerPoint

LICENSES & CERTIFICATIONS

Bartending Certification

Certified Scuba Diver

NYAC Member

Summary

Critical thinker, with a strong acumen for writing, content development, management, research, and audience engagement; expert at leveraging experience across several industries to generate effective results.

EXPERIENCE HIGHLIGHTS

Walt Disney World Resort

2022-2023

Disney College Program

Under minimum to no supervision responsible to deliver a high level of quality entertainment experience from the Disney brand. Applied the “on-stage, off-stage” business concept.

Performed essential duties at multiple locations throughout the Walt Disney Resort including EPCOT, Magic Kingdom, and Hollywood Studios.

Responsible to assist guests with navigating My Disney Experience APP that facilitated access and information about resort hotels, dining, park tickets and theme park reservations.

Performed cash transactions and secured collections by end of each day.

Pena & Kahn, PLLC

2023-Present

Legal Assistant

Assisted Attorneys in preparing legal documents such as Demands, Responses to Demands, Motions, Amended Bill of Particulars, and Good Faith Letters.

Sent out various types of requests for medical records and attendance records.

Called clients to setup appointments, fill out Bill of Particulars questionnaires and inquire about availability for Depositions. Called Defense firms to reschedule Depositions and request documents.

OTHER INTEREST

In the past six years, using Instagram to express my opinion and support my review of films in various genres with a following of 1000+ followers.