Jerick M. Tafoya
(480) 235-7202
jmtafoya@gmail.com

**Objective:** To utilize my interpersonal communication skills in a challenging and rewarding environment while contributing to the growth and success of the company.

**Employment History:**

**Beulah Beacon (Beulah, North Dakota)**

July 2020 – present

Editor/Reporter

* Responsible for curating fresh, relevant, and informative content. Directs the creation of new content and determines when and how to resurface prior work during relevant news. Oversees social media and design changes. Hires writers and additional staff. Write and deliver news stories with the reader’s perspective in mind. Publish news stories. Abide by journalism’s ethics and codes. Contact, interview and research sources.

**Wells Fargo (Chandler, AZ)**

July 2017 – July 2020

Ops Communications Specialist

* Operations: Create and write instruction guides and training manuals. Leads and oversees the training for new hires. Conduct interviews and provide valuable input for future potential team members.
* Communications: Manage, create and write relevant content for the department website. Develop and execute content to benefit the growth and success of the department. Act as a reliable and professional medium between the employees and company leadership. Drive strategic department planning around communication efforts.
* Human Resources: Supporting training and communication as part of change management. Activities may include designing or delivering specialized training resources to appropriate the userbase. Evaluating the risk of change and providing actionable guidelines on reducing the impact. Managing the change portfolio to allow the organization to prepare for and successfully adopt the change.

**Rio Salado College (Tempe, AZ)**

May 2019 – July 2020

TEFL Instructor/GED Teacher

* Comfortable with all subjects (English, Math, Science, Civics,)
* English Language for Adult Learners

**Education:**

Purdue University M.S. Communication (August 2020 – present)

International TEFL Academy TEFL Certification (August 2019)

Arizona State University B.A. Mass Communications & Media (May 2018)

**Volunteer History:**

**Rio Salado College** January 2019 - April 2019

**ESL Tutor**

* Observing and privately tutoring students. Occasionally leading the class.
* Meeting twice a week for 6 weeks. Four hours per week.
* Students vary from children to young adults.
* Responsible for the following: pronunciation, grammar & reading comprehension.

**Feed My Starving Children** January 2017 – July 2020

**Volunteer**

* Participate twice a month
* Prepared food bags and maintained orderliness of the food bank area

**Arizona Animal Welfare League** May 2015 – July 2020

**Volunteer**

* Assist in cleaning and sanitizing all cages/kennels on a daily basis
* Exercise animals or provide them with companionship
* Assist in finding and rescuing strays

**References: Available upon request.**