

Nicho Alvarado
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Education

The University of Chicago, Chicago, IL
Bachelor of English Language and Literature
Media Arts and Design Minor

Graduated June 2020

Experience

Union Organizer Intern, August 2015 - November 2015

EMUFT

- Mentored under Tim Allen, fostered skills centered around collective organization and day to day activities of the Union.
- Participated in phone banks of up to 100 contacts at a time, attended rallies, and monthly community meetings.

Technical Writer, November 2019 - May 2020

University of Chicago IT Services

- Reviewed a knowledge base of over 500 articles for accuracy, grammar, and user satisfaction for in person and remote work.
- Supported classrooms as they transitioned to online format during Covid-19 pandemic.

Leadership Activities

Inter-House Council Secretary, September 2016-March 2018

UChicago Inter House Council

- Attended two meetings a week to address concerns related to student life on campus including housing, dining, safety, and transportation.
- Recorded detailed minutes of meetings and managed attendance records.
- Managed setup and cleanup of two IHC events per academic year by recruiting volunteers and scheduling their shift times.

Table Top Tuesdays Recognized Student Organizer Spring 2019-June 2020

Founder and Coordinator

- Organized games and events for meetings of up to thirty people every week. Elected as a coordinator with the job of scheduling upcoming games while welcoming new players.
- Educated game rules and design to newcomers in a welcoming environment.

Skills and Hobbies

Fluent in Spanish

Proficient with Knack Database

Novelist and regular participant in National Novel Writing Month since 2014