




PILAR CHAPA

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 (432) 308-7006

 Odessa, TX 79761

PROFESSIONAL SUMMARY

Results-oriented achiever with proven ability to exceed targets and drive success in fast-paced environments. Combines strategic thinking with hands-on experience to deliver impactful solutions and enhance organizational performance.

SKILLS

- Community Resource Management
- In Person Networking & Marketing
- Social Media Marketing
- Administration Support
- Adobe Photoshop, Video Editing, Photography
- Creative Problem Solving
- Word, Excel, PowerPoint
- Client Relationship Management

EDUCATION

Texas Tech University
Lubbock, TX

Bachelor of Arts: Spanish & Political Science

CERTIFICATIONS

- Certified Yoga Instructor

WORK HISTORY

Skillpoint Alliance Permian Basin - Student Success Coordinator & Community Networking
Odessa, TX • 02/2024 - Current

- Strengthened relationships with community partners through regular communication and collaboration on joint initiatives.
- Enhanced community engagement by developing and implementing targeted outreach programs.
- Promote a culture of inclusivity..
- Coordinate with other departments to ensure seamless delivery of support services for students facing challenges or barriers to success.
- Provide one-on-one coaching sessions focused on goal-setting, time management, study skills, and stress management techniques.
- Foster supportive relationships while promoting the programs & services offered

Self Employed Services - Photographer
Odessa, TX • 05/2019 - Current

- Analyzed competitor activities to identify trends and opportunities for differentiation in the marketplace.
- Managed customer & vendor communication.
- Collaborate with clients to understand their vision, ensuring the final product met or exceeded expectations.
- Digitally edit photos to enhance appearance.
- Deliver high-quality images under tight deadlines, demonstrating strong time management skills.
- Edit, tone, caption, and upload photographs for publication.
- Take photos from different angles and perspectives to capture perfect images.

Contractor for The CONNECT Network TV - Virtual Executive Assistant
07/2022 - 10/2023

- Facilitated positive relationships between executives, clients, staff, vendors, partners, fostering a collaborative work environment.
- Improved efficiency of administrative tasks by implementing organizational systems and automating processes.
- Maintained a professional online presence for executives by managing social media accounts and email correspondence.
- Oversaw creative projects & provided direction on graphics, promos, reels, & episodes.
- Wrote scripts & recruited guests for television shows.

Ector County Independent School District - Education Teacher
Odessa, TX • 08/2019 - 07/2022

- Collaborated with colleagues to create interdisciplinary lessons, enhancing student engagement and retention of material.
- Implemented differentiated instruction strategies to meet the diverse needs of all learners in the classroom.
- Developed strong relationships with students, fostering a positive learning environment that promoted academic growth.
- Utilized data-driven instruction methods to pinpoint areas needing improvement, subsequently tailoring instruction accordingly for enhanced outcomes.

Colegio Canadiense, British Columbia School - British Columbia Prep Educator

Antioquia, Columbia • 07/2017 - 06/2018

- Built relationships and communicated with parents to provide best learning environment for students
- Collaborated with colleagues to develop and revise curriculum, enhancing learning experience.
- Implemented classroom management techniques that fostered a positive and inclusive learning environment for all students.
- Monitored student progress and adjusted instruction to meet individual needs.

LANGUAGES

Spanish


 Native or Bilingual

Portuguese


 Limited Working