
RONNEL A. CRISTOBAL

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EDUCATION

B.A. Government & International Politics, May 2008, George Mason University, Fairfax, VA

Relevant coursework includes: Public Administration, American Politics & Law, Online Journalism & Communication, and Web Design.

EXPERIENCE**Journalism & Communication**

- Experienced in Microsoft Office Applications (Word, PowerPoint, and Excel) and some exposure to Adobe & Publishing software applications (Dreamweaver, Flash, and Photoshop);
- Reported campus, local, state, and national political and government-related articles with the Student Newspaper at George Mason University;
- Demonstrated sharp written and verbal communication skills as a Bookseller, Substitute Teacher, Youth Volunteer Coordinator, and Administrative Assistant;
- Enrolled in significant coursework in communications and electronic journalism to communicate information in different formats.

Office Administration

- Performed office operations, such as filing and typing, under three different financial offices at Navy Federal Credit Union and Primerica Financial Services;
- Worked independently as a property title clerk processing requests and filing hundreds of titles daily, accurately and efficiently;
- Created and maintained a filing system for Primerica Financial Services.

Volunteer Work & Awards

- Coordinated more than 10-15 volunteers to provide monthly youth group activities for more than 150 middle school students for more than four years;
- Served on two Alternative Spring Break Trips with the Franciscan Sisters and Brothers of the Eucharist in 2007 and Habitat for Humanity in 2008 with George Mason University;
- Awarded the 1999 James E. Yingling Citizenship Award, 2002 Knights of Columbus Youth of the Year, and the 2006 Youth Ministry Volunteer of the Year Award for Holy Family Catholic Church;
- Mentored 25-30 students in the after-school program for Holy Family School for 2 years.

Leadership

- Led Junior High Youth Ministry activities with the Youth Minister for more than 150 middle school students for four years.
- Chaired the Peace & Justice Committee for the GMU Catholic Campus Ministry (CCM) in the 2007-08 school year by leading outreaches to the Juvenile Detention Center, Fairfax Nursing Center, and the Lamb Center (a homeless day shelter).

WORK HISTORY

- **SUBSTITUTE TEACHER**, Prince William County Public Schools, Manassas, VA, March 2006-Present.
- **EXTENDED DAY PROGRAM ASSISTANT**, Holy Family Catholic School, Woodbridge, VA, April 2006-September 2007
- **PROGRAM DIRECTOR**, Holy Family Catholic Church: Summer Friendship Program, Woodbridge, VA, May 2007-August 2007
- **STAFF REPORTER**, The Broadside, Fairfax, VA, February 2005-August 2007
- **BOOKSELLER**, Books-A-Million, Woodbridge, VA, December 2005-April 2006
- **SEASONAL ADMINISTRATIVE CLERK**, Navy Federal Credit Union, Merrifield, VA, June 2004-August 2004; May 2005-August 2005; December 2005-January 2006.
- **ADMINISTRATIVE ASSISTANT**, Primerica Financial Services, Dale City, VA, June 2002-August 2002.