\* \* \*

10+ years of experience across research, writing, data analysis, mentorship, and customer service. Driven by connection, curiosity, and innovative thinking. A collaborative listener who champions teamwork, grounded in communication, humility, and dedication.

### **SKILLS**

### Copy Editing

Experienced

#### Coffee Programs

Expert

#### Academic Research

Skillful

#### Data Organization

Skillful

### LANGUAGES

### English

Native

### French

Proficient

#### Mandarin

Proficient

### SERVICE

SECURUS + InmateAID Coresspondence

Metro Parks with Hands on Nashville

### **HOBBIES + INTERESTS**

DJing + Music Production

3D Modeling + Printing

Science Communication

### **EMPLOYMENT HISTORY**

### **Shift Supervisor**

Starbucks, Nashville — Jul 2022 - Feb 2025

- Crafted drinks with rigid sequencing
- Maintained a clean and safe environment
- Mentored and trained according to standards
- Led with integrity, empathy, and consistency
- Treated each transaction as an opportunity for genuine human connection
- Cultivated a sense of purpose and pride within the fast-food service environment

## **Clinical Laboratory Research Assistant**

Pathgroup, Nashville — Oct 2020 - Jan 2022

- Accessioned patient identifiers and demographics
- Managed database of interlaboratory specimens
- Upheld privileged information and lab safety standards
- Collaborated with providers and physicians
- Resolved timeline concerns, identifier errors, and coding discrepancies
- Supported a team of lab technicians and scientists
- Created spreadsheets of pending target specimens

### **Tutor**

Self-employed, Nashville - Oct 2017 - Present

- English: copy editing, essays, reading, and grammar at all levels in MLA, AP, Chicago, APA, and AMA
- Mandarin: Introductory and Level 1 writing and phonics
- Statistics: introductory or mathematical, probability, and theoretical college courses

#### **Research Assistant Intern**

Godel & Co., Inc. Fine Art, New York City — Jan 2017 - Oct 2017

- Wrote fact sheets on 18th and 19th century American works of art
- Crafted artist biographies for marketing and archives
- Accessioned with multiple digital tools
- Organized and maintained gallery library
- Produced brochures for purchase inquiries
- Advised clients on works of interest
- Managed client database

## Barista + Keyholder

Milk Bar, New York, NY — Jan 2015 - May 2017

- Trained at Stumptown's flagship location; completed courses in Coffee Mastery, Heritage, and Cupping
- Crafted a variety of food, ice cream, and coffee items
- Led shifts in alignment with FOH and BOH manuals
- Committed to brand expansion; selected as first-line staff for new store openings
- Coached team members on one-liners, seasonal offerings, and upselling techniques
- Ensured safety and security of team members, company assets, and cash handling procedures

# EDUCATION

## Incomplete

Marymount Manhattan College, New York, NY — Aug 2014 - May 2017

Humanities core and Arts Management coursework

### **Professional Computer Science B.S.**

Middle Tennessee State University, Murfreesboro, TN — Present