

# Dylan Amaro

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(734) 664-9061

## Education

### University of Michigan / Bachelor's in General Studies (B.G.S.)

May 2024, Ann Arbor, MI

#### Relevant Coursework:

- *Finance/Policy*: Intro to Micro & Macroeconomics, American Politics, Statistics
- *Tech*: Programming & Data Structures, Elem. Programming Concepts, Discrete Mathematics
- *Writing*: Immigrant Justice Lab, Writing in Academia, Philosophy Problems of Today

## Relevant Experience

### Refugee Youth Case Manager / Jewish Family Services (JFS)

April 2024 - Present, Ann Arbor, MI

- Manage support services and digital records for 75+ refugee clients in the local area
- Track case details and benefits using data management software and Google Workspace
- Coordinate services and documentation with remote team via Slack, Zoom, and Teams
- Communicate in English and Spanish ensuring equal access to services for diverse clients

### Immigration Student Researcher / University of Michigan

August 2022 - May 2023, Ypsilanti, MI

- Co-authored asylum brief with law students and attorneys
- Researched and synthesized Latin American country conditions
- Handled confidential legal case info with discretion in shared drives and databases
- Met deadlines and collaborated remotely with attorneys and peers

### K-5 Chess Instructor / Twin Knights

January 2021 - December 2024, Troy, MI

- Coached a class of ~15 elementary school students in an after-school chess program
- Set goals by creating weekly lesson plans for 2-hour instruction sessions
- Adhered to strict zero-tolerance punctuality and behavior policy

## Activities

### Chess Club / President

2021-2022, University of Michigan, Ann Arbor, MI

- Oversaw 700+ member club; organized 25+ events yearly
- Delegated tasks to 8-member board
- Maintained consistent communication and scheduling through GroupMe and Google Cal

## Skills

Data Entry & Excel - 4 years

Digital Organization & File Management - 3 years

Case Management - 3 years

Spanish (Intermediate) - 3 years

Canva for Digital Infographics - 3 years

Basic Programming in C++, HTML, CSS, Javascript - 2 years