

Flor Vega-Castillo

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EDUCATION

Master of Public Administration (GPA: 4.0)
Montana State University - Bozeman

August 2022 – May 2025
Montana, United States

Master of Science in Public Relations (GPA: 3.97)
Montana State University Billings

January 2021 – August 2022
Montana, United States

Bachelor in Communication Sciences (summa cum laude)
Cesar Vallejo University

March 2012 – December 2016
Lima, Peru

WORK EXPERIENCE

Graduate Recruitment and Admissions Assistant

August 2022 – May 2025

Montana State University – The Graduate School Department

Bozeman, MT

- Organized and hosted the Graduate School's signature annual events for prospective and current students.
- Advanced recruitment initiatives and attended fairs and efforts across on-campus and off-campus fairs to increase our community outreach.
- Developed graphic designs used on promotional materials, event flyers, posters, postcards, and stickers, among others, for digital and physical outlets as well as social media videos.
- Interviewed current graduate students for the creation of new student success story entries.
- Revitalized current email templates for email communication campaigns and created new templates for the same purpose.

Graduate Internship

May 2024 – August 2024

Family Outreach

Bozeman, MT

- Developed new strategies for community outreach (awareness) and partners/donors (engagement).
- Promoted venues of collaboration among other non-profit organizations by finding common ground across the mission statements.
- Advanced ways to engage current partners and donors, including creating a monthly newsletter and developing reels for social media and the website.

Graduate Writing Assistant

January 2021 – May 2022

Montana State University Billings – Academic Support Center

Billings, MT

- Generated a communications plan, which included monthly expected goals and outcomes.
- Facilitated collaborative work and good working relations with on-campus partners.
- Managed social media accounts and created content.
- Produced and edited institutional videos and wrote news articles.

President and Co-founder**March 2021 – July 2023**

Cuenta Conmigo – Peruvian non-profit organization

Online

- Formalized institutional cooperation agreements with other nonprofit organizations, schools, and student organizations.
- Facilitated the creation of all materials used in the workshops as well as performed as a speaker for such events for Peruvian teenagers aged 14-17.
- Promoted all social media and local press activities and served as a spokesperson in interviews.

Communications Analyst**August 2017 – October 2020**

Telecommunications Research and Training National Institute

Lima, Peru

- Integrated a communications plan and internal policies for the media usage of the Telecommunications Research and Training National Institute (INICTEL-UNI).
- Oversaw the institutional media coverage of the institute's activities, especially those executed by the research groups.
- Traveled to different regions as a media representative for a science popularization project with a main component of education, communication, and technology.
- Served as an English and Spanish interpreter during international cooperation meetings.
- Elaborated a catalog with key information about all INICTEL-UNI's research groups and training and development efforts for our Public Relations and Affairs office.

SELECTED HOSTED EVENTS:

- **MSU Graduate Fair – The Graduate School at Montana State University (2024)**

I organized, advertised, and hosted this MSU Graduate School flagship event. In addition to the two days of virtual sessions dedicated to international applicants (three per day) and one virtual session for U.S.-based applicants, we also hosted an in-person fair, with MSU departments and five other universities.

- **MSU Junior/Senior Info Session – The Graduate School at Montana State University (2024)**

I planned and hosted this Graduate School event which takes place twice a year. This in-person event is for MSU undergraduate students to learn about the application process, obtain tips on being a successful candidate, and get answers about funding and related topics.

- **Speed Networking event – First-Generation Students Association (2023)**

I spearheaded this event for MSU's first-gen students, creating a space for them to share their career goals and aspirations with staff, faculty, and administrators. The event successfully garnered meaningful participation and fostered valuable partnerships.

- **Independence Fiesta – First-Generation Students Association (2023)**

I promoted this vibrant celebration of Latin American culture, uniting the communities of Bozeman, Belgrade, and Big Sky. Through this initiative, I enhanced our collective community-building skills while highlighting the richness of cultural exchange.

- **Building Bridges – United Nations Association Bozeman chapter (2023)**

As an UNA-USA Bozeman chapter officer, I demonstrated the significance of multiculturalism and belonging during this two-day event, co-hosted by the Office of International Programs.