

# 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

- Organize and host the Graduate School's signature annual events for prospective and current students.
- Advance recruitment initiatives and efforts across on-campus and off-campus fairs to increase our community outreach.
- Assist in the creation of annual recruitment and outreach plans.
- Develop 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.
- Interview current graduate students for the creation of new student success story entries.
- Streamline processes through cross-office training in admission-related tasks and information entry in the office manuals.
- Revitalize current email templates for email communication campaigns and create 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).
- Contributed to making messages and language more accessible to all audiences, including Spanish-speaking families.
- Promoted venues of collaboration among other non-profit organizations by finding common ground across the mission statements.
- Boosted employee retention through surveys and other tools.
- Advanced ways to engage current partners and donors, including creating a monthly newsletter and developing reels for social media and the website.
- Participated in fundraising planning activities with colleagues in the organization's different offices across Montana.

**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.
- Represented the Academic Support Center at student resource fairs.
- Managed social media accounts and created content.
- Executed graphic design pieces for social media and other physical platforms.
- Produced and edited institutional videos.
- Led blog management and developed 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.
- Trained spokespeople, facilitated key messages before interviews, and attended those with them.
- Monitored overall media presence and boosted local media connections.
- Traveled to different regions as a media representative for a science popularization project with a main component of education, communication, and technology.
- Coordinated the Executive Director's mobilization, speeches, reports, and similar duties.
- Served as an English and Spanish interpreter during international cooperation meetings.
- Interpreted at meetings with the Japanese Embassy, Korean university partners, American university and company partners, and Indian Representatives.
- Performed emcee roles and tour guide through our institution for college students' visits to the institute.
- 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. The document included researchers' contact information, type of research contract, funding sources, projects' objectives, projects' deliverables, and more.
- Conducted weekly live-streamed interviews with our institution's specialists to communicate and promote our advances in science, research, and other trends in those fields.

## SELECTED PROJECTS AND WORKSHOPS

- **The Leadership Institute's Boardroom Bobcat – Montana State University (2024 – 2025)**

I serve as a non-voting board member for the local nonprofit "Bienvenidos," where I also lead projects and engage in professional development training through the MSU Leadership Institute.

- **National Intergroup Dialogue Institute – University of Michigan (2024)**

I was selected as one of four Montana State representatives to engage in training on sustaining intergroup dialogue alongside fellow MSU staff members dedicated to advancing diversity and inclusion.

- **Moral Courage College – Montana State University (2023-2024)**

I was part of the Inaugural cohort of the Moral Courage College at MSU, where I joined fellow students, staff, faculty, and administrators in learning how to embrace diversity while fostering unity on campus.

- **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)**

I demonstrated the significance of multiculturalism and belonging during this two-day event, co-hosted by the Office of International Programs.

- **Global Engagement Summit – UNA-USA (2023)**

I visited the United Nations Headquarters in New York City to participate in the UNA-USA Global Engagement Summit, deepening my commitment to global issues and international collaboration.

## AWARDS AND RECOGNITIONS

- **President's Award for Gender Equity – Office of the President (2024)**

The President's Award for Gender Equity honors members of the MSU community who have worked to improve issues related to gender equity.

- **Student highlight in MSU's Mountains and Minds magazine (2024)**

The Mountains and Minds magazine highlights students for their academic, professional, and personal achievements. The article can be found [here](#).

- **Spirit Outstanding Student Award – Diversity and Inclusion Student Commons & Office of Diversity and Inclusion (2023)**

The award recognizes a student who embodies leadership, citizenship, and involvement on and off campus.

## LEADERSHIP AND VOLUNTEER ROLES

- **Advisory and Community Engagement Committee Member (August 2024 – April 2025)**

*Bienvenidos a Gallatin Valley (non-profit organization)*

I advise and support the leadership team and board members in effectively serving Spanish-speaking families by providing valuable insights and connecting them with essential resources.

- **First-Generation Committee Member (January 2023 – April 2025)**

*Montana State University*

As a first-generation student and former president of the First-Generation Students Association, I meet monthly with the committee to plan activities such as First-Generation Celebration Week and attend related webinars.

- **Graduate Diversity Leadership Committee Member (August 2023 – April 2025)**

*The Graduate School, Montana State University*

Graduate students from diverse organizations and backgrounds gather to discuss their needs and ideas for improving the graduate experience, which are then communicated to the Graduate School.

- **Community Outreach Volunteer (July 2023 – April 2024)**

*City of Bozeman*

I attended multiple meetings with the Community Engagement office to address questions about the Latino/a/x community in Bozeman, served on the steering committee with other organizations, and hosted a Spanish-language Community Chat for a smoother and more authentic conversation.

- **Promotora de Salud (August 2023 – May 2024)**

*Proyecto SALUD (Immigrant Health Lab), Montana State University*

Proyecto SALUD delivers healthcare services to Latino and Latina immigrants in Gallatin County. My role involved supporting Latina mothers with limited English proficiency by enhancing their mental health and well-being through behavioral activation techniques.

- **Founder President (November 2022 – December 2023)**

*First-Generation Students Association, Montana State University*

As the founder of MSU's first-generation student association, I led representation at events, organized and promoted professional and academic activities, and connected with undergraduate and graduate students. Notable events included "Independence Fiesta" and "Speed Networking with First-Gens."

- **Vice President (August 2022 – May 2023)**

*United Nations Association Bozeman Chapter*

Represented our chapter at the Global Engagement Summit in New York City. I co-designed the MSU Alumni Foundation's DEI seed grant project to boost literacy at Fort Peck High School with a cross-cultural exchange component and hosted multicultural events such as "Building Bridges."