EDUCATION:

07/00 – 08/05 **University of California, Los Angeles** Westwood, California

BS Mathematics/Applied Science with a Specialization in the Actuarial Program

09/04 – 03/05 Actuarial mathematics course in annuities, amortization, life annuities and pension applications.

EXPERIENCE:

07/08 – 06/09 **Television**, Script Coordinator Los Angeles, California

*Independent*

Worked on “FN MTV Premieres”, “Chabad Telethon”, “Osbournes: Reloaded”, “The Bachelor”

* Provided a link between the writers and production.
* Build script shell and insert writer’s dialogue, sponsor mentions, and production queues.
* Correlate, track and distribute all feedback and updates to the script, coming from the writers, producers, talent, and marketing. Document management.
* Make several versions of the script throughout the week.

06/07 – 10/07 **Clinton Global Initiative (CGI)**, Special Projects Intern New York, New York

*William J. Clinton Foundation*

The Foundation partners with individuals, organizations, corporations, and governments to meet the challenges of global interdependence in a number of critical areas such as healthy security, economic empowerment, leadership development, climate change, and racial, ethnic and religious reconciliation.

* Coordinated with several departments at CGI Annual Meeting 2007, 2008, 2009, 2010.
* Developed an organizational system that categorized over 350 multimedia CDs and DVDs. Queried, evaluated, merged, and organized multimedia from both CGI and Member Commitment departments.
* Developed and implemented internal form to track both the approval and request details. Examined and back-logged all internal and external photo/video requests. Processed dozens of requests using new system.
* Wrote the script for CGI- Global Health video. Reviewed voice and video clips, pictures, from various sites. Evaluated interviews by writing transcript and highlighting areas of interest.
* Coordinated, planned and programmed details for African Children’s Choir (talent) at the Inaugural Clinton Global Citizen Award.
* Researched background information from various sources for awards, nominees, and locations.

01/04 – 05/07 **Physical Science**, Private Instructor Sherman Oaks, California

*Independent*

Supplemental education provider offering personalized instruction. Evaluated student capacities and strengths to develop a personalized lesson plan to assure students obtain a thorough understanding of the material.

* Worked with over a dozen students in Math with levels ranging from Basic Mathematics to Calculus. Assisted in the learning of both Physical (physics, chemistry) and Biological (biology) Sciences.
* In all cases students improved both understanding and grades significantly (over 2 grade levels)
* Reviewed and prepared presentation documents and lectures. Giving valuable input that contributed in the final success.

10/03 – 12/03 **Bureau of Western Hemisphere Affairs (WHA)**, US Embassy Intern Santiago, Chile SA

*Department of the State*

WHA Directs, coordinates, and supervises U.S. Government activities within the western hemisphere (Mexico, Canada, Central and South America and the Caribbean), including political, economic, consular, public diplomacy and administrative management issues.

* Interned in the General Services Office (GSO) in the U.S. embassy. GSO central in coordinating wide variety of request (housing, property, procurement, security, and maintenance).
* Cultural/ Language bridge between Foreign Service National (FSN) and US employees.
* Categorized over 500 books and other embassy literature based on standardized method.
* Conducted inventory on 1000’s of dispensable property using POSitive (Point of Sales software). Trained FSN to catalogue.
* Conducted housing tours for short and long-term diplomats.

12/01 – 07/02 **Getty Grant Program**, Consultant Los Angeles, California

*The Getty Center*

The Getty provides to institutions and individuals throughout the world for projects that promote the understanding of art and its history and the conservation of cultural heritage. The Getty seeks projects that set high standards and provide opportunities for collaboration.

* Research various media to update previous +100 intern profiles (85% success rate)
* Develop, implement, and organize filing system for internship program
* Resolve general administrative concerns

06/01 – 08/01 **Getty Conservation Institute**, Intern Los Angeles, California

*The Getty Center*

The Institute serves the community through the scientific research; education and training; field projects; and the dissemination of the results of both its work and the work of others in the field.

* Evaluated 10th century Ecuadorian copper-alloy pieces.
* Developed +50 X-rays, +10 mountings, +150 microscopic slides, reviewed 8 libraries and 2,500 spectra for duplicates
* Interpreted spectra for environmental effects
* Refined interdisciplinary project management skills

AWARDS RECEIVED

2001 & 2002 *Society of Actuaries Minority Scholarship*- Academic recognition, pursuing an actuarial career

2001 *CEED/NSF Scholarship-* Academic achievement and service to K-12 students

SPECIAL SKILLS

Language: Fluent reading, writing, and speaking Spanish

Computer Software: Proficient: Microsoft (Access, Excel, and Word), Basic knowledge: C++, SAS, SPSS, Raiser’s Edge, Gifts for Windows

Computer Skills: Macintosh, IBM Compatible, and Online Research.