

# MÓNICA POLANCO FABIÁN

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## EDUCATION

<b>University of North Carolina at Chapel Hill</b> , Chapel Hill, NC	February -August 2020
UNC Coding Bootcamp	
<b>College of the Holy Cross</b> , Worcester, MA	May 2016
Bachelor of Arts: Spanish and Latin American and Latino Studies	
<i>Dean's List, Sigma delta Pi-Spanish Honors Society, Mellon Research Grant 2015</i>	
<b>Universidad Da Coruña</b> , A Coruña, España	August 2014-January 2015
<b>Universidad Del Salvador</b> , Buenos Aires, Argentina	January 2015-July 2015

## SKILLS

**Computer Languages:** HTML, CSS, JavaScript, jQuery, Web APIs, Node.js

**Certifications:** UNC Coding Bootcamp Certificate (expected August 2020), NC Notary of the Public, CPI, First Aid/CPR, OSHA, MAP

**Languages Spoken:** Native Fluency in English and Spanish

## WORK EXPERIENCE

<b>Executive Administrative Assistant, UNC Chapel Hill Chancellors Science Scholars Program</b>	August 2019-Present
<ul style="list-style-type: none"><li>Invited speaker for two classes on financial literacy for the CSS students</li><li>Review perspective scholar applications and help select a diverse upcoming CSS Cohort</li><li>Attend weekly meetings regarding student's progress and what additional resources they need to be successful</li><li>Organize meetings, over 15 events, flight itineraries and much more for the Executive Director and the CSS department</li><li>Interface with students and find resources to enhance student success</li><li>Highlight student achievement through online content</li></ul>	
<b>Residential Caseworker, The Key Program, Inc., Methuen, MA</b>	February 2019-July 2019
<ul style="list-style-type: none"><li>Supervised up to 12 teen females and managed their treatment/service plans</li><li>Provided client advocacy in the areas of female health needs, education, vocation, legal and family intervention</li><li>Coordinated and lead creative, therapeutic recreational activities, and community events</li><li>Maintained written case documentation including daily treatment notes, health and medical records and client incident reports in accordance with agency policies and referral source guidelines</li></ul>	
<b>Litigation Paralegal, Zwicker &amp; Associates, P.C., Andover, MA</b>	October 2018-February 2019
<ul style="list-style-type: none"><li>Conducted legal research, draft legal documents, and managed litigation cases</li><li>Provided customer service through phone calls, and mail</li></ul>	
<b>Bilingual Paralegal, Gardner Law PLLC, Raleigh, NC</b>	June 2017-July 2018
<ul style="list-style-type: none"><li>Conducted legal research, managed immigration cases and drafted legal documents</li><li>Provided customer service, and conduct client intake before consultations</li><li>Translated during consultations, during immigration interviews, documents to send to the government, and legal agreements</li><li>Managed all social media accounts</li></ul>	
<b>Dual Language Teacher, Treadwell Elementary School, Memphis, TN</b>	June 2016-June 2017
<ul style="list-style-type: none"><li>Taught in a first grade Dual Language Program (Spanish), and prepared lessons plans and materials for daily classes</li><li>Maintained communication with parents, organized events for the class and led the Spanish Club</li><li>Participated in weekly faculty, grade level meetings weekly, and professional leadership meetings every other month</li></ul>	

## RESEARCH & INTERNSHIP EXPERIENCE

<b>Student Researcher, Michigan Humanities Emerging Scholars Program (MICHHERS), Ann Arbor, MI</b>	Summer 2017
<ul style="list-style-type: none"><li>Selected to conduct research in the humanities and collaborated closely with faculty advisor, and graduate student advisor</li><li>Presented findings in final MICHHERS conference</li></ul>	
<b>Presenter, Southeastern Conference of Latin American Studies, Cartagena, Colombia</b>	Spring 2016
<ul style="list-style-type: none"><li>Presented research on Afro-Argentine culture and identity titled, "Hidden in the Open: Afro-Argentines in Buenos Aires Yesterday and Today"</li></ul>	
<b>Student Researcher, College of the Holy Cross Summer Research Program, Buenos Aires, Argentina</b>	Summer 2015
<ul style="list-style-type: none"><li>Selected to conduct research on the African-Argentine culture and identity</li><li>Interviewed Argentines, observed Afro-Argentine community events, and researched in both Argentina library resources as well as the Holy Cross Libraries</li></ul>	

## LEADERSHIP EXPERIENCE

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- Invited Guest Speaker, Chancellor's Science Scholars Program, UNC-CH* November 2019
- Invited to speak to first year and senior students on financial literacy and discuss its importance in STEM
- Member, Spanish Student Advisory Committee* September 2015 -May 2016
- Directed course evaluations for the Spanish Department, observed faculty meetings and met with faculty to provide student feedback
- Co-Chair, College of the Holy Cross Spanish Choir* September 2012 – May 2016
- Practiced 2 times a week, participated and sang at college events and sang for weekly Spanish Mass
- Mentor, Office of Academic Services Peer Mentor Program* September 2015-May 2016
- Met weekly with four mentees, attended monthly mentoring workshops and monthly progress meetings with director of the program
- Pathfinder, College of the Holy Cross Summer Passport Program* Summer 2015
- Supervised 20 students, facilitated creative programs, attended workshops, and organized outings for first year students
- Math Coach, "Let's Get Ready", Lawrence, MA* Summer 2013
- Prepared high school students with strategies to improve SAT scores and assisted with college application process

## ACTIVITIES & SERVICE

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- Latin American Student Organization (LASO)** August 2012- May 2016
- Immersion Program, College of the Holy Cross** March 2013 & October 2013
- Worked with local communities in Haverhill, MA and Burkesville, KY reorganizing thrift store, repainting a Doctor's office, and spending time with community members with special needs
- Magis Program/ World Youth Day, Rio De Janeiro, Brazil** Summer 2013
- Volunteered to work with local Brazilian communities at rehabilitation centers, homeless shelters and recycling centers