



nvlaflare@gmail.com | 512-630-5695 | [linkedin.com/in/laflaren](https://www.linkedin.com/in/laflaren) | Austin, TX 78752 | laflaren.github.io

EDUCATION

Bachelor of Arts in Sociology
Southwestern University

2017
Georgetown, Texas

EXPERIENCE

Program Coordinator

November 2018 – November 2019

YouthBuild USA

Austin, Texas

- Connected network of 300+ opportune young people with resources for career, education, and services
- Grew MailChimp newsletter 4x by designing content and evaluating analytics
- Analyzed program success with qualitative and quantitative research to improve effectiveness
- Communicated with partners and agency personnel to organize events and increase program awareness
- Created promotional and marketing materials across various mediums
- Founded sustainable, environmental programs while collaborating across all departments

IT Support & Administrative Assistant

January 2014 – December 2016

A. Frank Smith Jr. Library

Georgetown, Texas

- Resolved clients' software and hardware technical problems using user-friendly language
- Repaired specialized office machinery, including printers, copiers, software, etc.
- Used databases to organize high volume of technical information and sensitive material

Development Associate

September 2013 – November 2015

Office of University Relations

Georgetown, Texas

- Contacted parents and alumni from database to gather financial support
- Achieved top 10% ranking within team for most gathered support
- Represented student body and built relationships with alumni

Communications Intern

May – August 2015

Something More Matchmaking LLC

Georgetown, Texas

- Facilitated marketing strategies with CEO, working together to update policies and procedures
- Generated more than 100 new prospective clients
- Guided clients to others seeking connections according to their custom needs

SKILLS & ACTIVITIES

Sketch, Canva, Notion, Figma, Adobe Suites; InVision, qualitative & quantitative research, languages and travel, visual & user design

SAIVA - South Asian International Volunteer Association, & Capital City Village (Volunteer), University Programming Council (Social Media & Event Coordinator), Inside Books Project (Summer Intern and Volunteer), Student Health Advisory Council (Social Media and Events Coordinator)