**EDUCATION**

**Lewis & Clark College**, Portland OR **Dec. 2012**

* Bachelor of Arts: Major: Sociology and Anthropology

**EMPLOYMENT EXPERIENCE**

**Lewis & Clark College**, Portland, OR  **Jan.-April 2013**

*Administrative Assistant,**Undergraduate Admissions*

* Mastered a new paperless system processing over 6,500 incoming student applications
* Managed confidential prospective student data for 1,000 applicants in integrated database
* Advised and organized over hundreds of visiting prospective students and families
* Effectively balanced multiple administrative projects and office responsibilities at once

**Center for Intercultural Organizing**, Portland, OR **Jan. 2011-Aug. 2012**

*Civic Engagement Assistant*

* Registered over 200 residents of Oregon to vote
* Developed and coordinated community outreach materials
* Built and maintained strong relationships with local diverse community leaders

**Gresham High School**, Gresham, OR **June-Aug. 2011**

*Program Coordinator, Summer Youth Connect Program*

* Recruited 70 incoming at-risk 9th graders to high school preparation camp
* Developed and implemented youth engagement curriculum in the classroom
* Mentored and advocated for youth in career related fieldtrips and enrichment courses

**Office of Mayor**, Portland City Hall **June-Aug. 2010**

*Logistics Coordinator, Summer Youth Connect Program*

* Facilitated strong communication among three partners in summer education initiative
* Delivered continuous feedback for best practices via surveying, feedback to improve program
* Coordinated college and career related visits for over 650 youth across the city of Portland and Gresham
* Organized, planned, and carried out fieldtrip plans for multiple youth partners across Portland

**Lewis & Clark College**, Portland, OR **Sept.-Dec. 2011**

*Student Intern, Overseas and Off-Campus Programs*

* Responsible for organizing student information into confidential integrated database
* Liaison to students applying to study abroad programs
* Improved website layout and student accessibility

**LEADERSHIP EXPERIENCE**

**Co-Chair of Ray Warren Multicultural Symposium April-Nov. 2012**

Lewis & Clark College

Constructed and spearheaded a three-day ethnic studies conference bringing together dynamic local and national speakers and panelists

**SKILLS**

**Language:** Conversational Spanish, Semester abroad: Ecuador, South America

**Computer:** PowerPoint, Word, Excel, Outlook, Colleague Database Entry, Image Now Software, Live Whale Webpage Maintenance, quick program learner

**Marketing:** Academic Research, Social Networking, Social Media, Video Editing, Blogging and website editing