

With over eight years of administrative and leadership experience, building teams and supporting my executives have honed my skills in team building, peer mentorship, and cross-functional collaboration to advance shared organizational goals. My five years in operations management within higher education and intercollegiate athletics have equipped me with expertise in strategic planning, calendar and travel coordination, project execution, and internal communications. I thrive in fast-paced environments and bring a strong background in supporting executive leadership, managing complex logistics, and driving high-impact initiatives with discretion, professionalism, and a solutions-oriented mindset.

## EXPERIENCE

### University of San Diego

June 2023 – Present

#### *Women's Basketball, Graduate Assistant to the Director of Operations*

- Oversaw the organization with travel, transportation logistics, and expense management.
- Provided high-level administrative support to senior leadership, including calendar management, travel coordination, meeting scheduling, and correspondence preparation.
- Responsible for budgeting, developing marketing strategies, and establishing program goals and values.
- Developed effective working relationships with a wide range of stakeholders, from college athletes, coaches, business staff, and university administration, to ensuring seamless coordination and communication.
- Composed and edited professional emails, reports, and presentations for executive leadership, board members, and external partners.

### California State University, Stanislaus

September 2021 – June 2023

#### *Women's Basketball, Assistant Coach*

- Coordinated all logistics for team travel, including transportation, accommodations, meals, and expense tracking to ensure smooth and efficient operations.
- Served as a primary point of contact for prospective student-athletes and their families, fostering strong relationships and managing communication.
- Supported the planning and execution of daily schedules, practices, and game strategies, while leading group and individual training sessions tailored to performance goals.

### Pine Creek Care Center Nursing Facility

January – September 2021

#### *Admissions Assistant*

- Managed admissions operations, ensuring seamless coordination and communication between hospitals, families, and residents.
- Organized and maintained application documentation to the onboarding process for new patients.
- Built trusting relationships with residents and families, facilitating a smooth admission process, addressing concerns with empathy and professionalism.

## EDUCATION

- University of San Diego, Master of Arts, Leadership Studies, Magna Cum Laude (May 2025)
- University of San Diego, Certificate in Trauma Awareness and Resilience (May 2025)
- California State University Stanislaus, Bachelor of Arts, Communications (May 2020)

## TECHNICAL SKILLS

Concur-Expense Management • Recruiting Software • Microsoft Office 365 • Microsoft Word • Power Point • Excel • Google Suite • Strong Organization & Project Management • Leadership Development • Team Building • Excellent Communications • Agile and Learner Mindset • Graphic Design • Adobe Photoshop • Adobe Illustrator