

Briana Paronelli

222 Willard North, Apt. 202, San Francisco, CA, 94118
brianaparonelli@gmail.com • 626.422.7203 • [Linkedin.com/in/briparonelli](https://www.linkedin.com/in/briparonelli)

EDUCATION

University of San Francisco (USF), San Francisco, California

B.A. Economics, International concentration

May 2016

Saint Luis University, Madrid, Spain

Study Abroad: focus on Spanish Traditions and Language

January 2015- May 2015

WORK EXPERIENCE

Exam Proctor

USF School of Law

November 2015- Present

San Francisco, California

- Supervised individual and classroom exams according to strict guidelines, to maintain integrity.
- Clearly articulated test related information including instructions to groups of 50 students or more.

Client Development Intern

Morgan Stanley, The Huhn | Mahoney Group

September 2015- November 2015

San Francisco, California

- Determined customer's financial services needs and prepared proposals to sell services that addressed these needs.
- Contacted prospective customers to present information and explained available services.
- Reviewed business trends to advise customers regarding expected fluctuations.

Executive MBA Assistant

USF School of Management

June 2015- September 2015

San Francisco, California

- Obtained information and statistics on other Executive Masters in Business programs.
- Arranged travel logistics and calculated monthly budget for travel and meetings.
- Drafted legally binding contracts for external programs.

Office of Career Planning Assistant

USF School of Law

June 2015- September 2015

San Francisco, California

- Generated 20 plus job descriptions into database daily.
- Scheduled students and alumni for counseling sessions.
- Promoted law school fairs, workshops, and events on Twitter and Facebook.
- Answered telephone and give information to callers, take messages, and transfer calls.

Research Aid

USF Economics Department

June 2014 – August 2014

San Francisco, California

- Provided assistance with the preparation of project related reports, and presentations.
- Performed descriptive and multivariable statistical analysis of data using Excel and Stata.

Campus Recruiter Coordination Assistant

Pricilla A. Scotlan Career Services Center

December 2012- September 2014

San Francisco, California

- Conducted all major career services events for 25-700 student and faculty.
- Advertised several on-campus events on social media.
- Scheduled and confirmed appointments for clients, students, and counselors.

COMMUNITY SERVICE EXPERIENCE

Volunteer, Glide Homeless Shelter, USF Latinas Unidas Club

November 2015, March 2016

Participant, SF Walk Against Rape

August 2014, 2015

Volunteer, City Team Homeless Youth Shelter, City Team

May 2015-June 2016

Weekly Tutor, Breakthrough San Francisco, Breakthrough

September 2014-December 2014

SKILLS

Advanced knowledge in Microsoft Office (Excel, Word, Outlook, PowerPoint)

Ability to converse and write in Spanish, conversational in Italian

Experienced in Stata

Basal knowledge in HTML/CSS