**Briana Paronelli**

222 Willard North, Apt. 202, San Francisco, CA, 94118

brianaparonelli@gmail.com 626.422.7203 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** November 2015- Present

USF School of Law 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** September 2015- November 2015

Morgan Stanley, The Huhn | Mahoney Group 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** June 2015- September 2015

USF School of Management 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** June 2015- September 2015

USF School of Law 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** June 2014 – August 2014

USF Economics Department 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** December 2012- September 2014

Pricilla A. Scotlan Career Services Center 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