

**OBJECTIVE** I am seeking a challenging position that will allow me to utilize and develop strong interpersonal, administrative, and leadership skills.

**EDUCATION**

Saint Joseph College

West Hartford, CT

Bachelor of Arts in International Studies/ Economics Expected December 2012

**EXPERIENCE**

JobPro

East Hartford, CT  
2010

**Staffing Assistant**

- ◆ Ensured completion of pre-employment and initial hiring documentation
- ◆ Completed data entry; tracked and maintained client information using JobPro internal database. Ensured forms were complete, including data collection self-identification and EEO data that follows agency policies and procedures and departmental quality standards; drove continuous improvement of processes and systems by investigating and determining root causes and consulting with management to advise corrective measures
- ◆ As a representative of the agency, maintained appropriate professional and courteous manner in communicating with members of outside agencies, vendors, applicants and employees.

Urban League of Greater Hartford

Hartford, CT  
2005-2008

**Assistant Housing Counselor**

*Economic Enrichment Center (EEC)*

- ◆ Met individually with clients to conduct initial evaluations and enroll them into Connecticut Housing and Finance Authority (CHFA) programs
- ◆ Assisted in the instruction of CHFA Homeownership classes. Attended various informational seminars on the United States Housing Market to continuously improve client relations and programs within the EEC

**Program Assistant**

*Youth & Education Department*

- ◆ Administered grants to help economically disadvantaged students transition into college. Coached students individually on academic and career goals and provided recommendations
- ◆ Developed and organized college preparation activities including travel and preparatory workshops

Senate Democratic Caucus, Legislative Office

Hartford, CT  
2007

**Legislative Administrator**

- ◆ Performed legislative research to effectively field constituent responses regarding current and proposed bills issued through the Senate
- ◆ Screened constituent calls for integrity prior to directing them to the appropriate Democratic Caucus staff and Senators using a multiline phone.

General Digital

South Windsor, CT  
2004-2005

**Purchasing Agent**

- ◆ Negotiated pricing with suppliers for the LCD/flat-panel and optical display products
- ◆ Placed purchase orders, scheduled delivery and maintained close communications with customers & suppliers. Maintained vendor, client, and company sensitive information using ERP system

**ADMINSTRATOR SKILLS**

- ◆ Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- ◆ Word Processing: 60+ words per minute
- ◆ Raisers Edge (Non-profit fundraising software suite)
- ◆ Fluent in the Spanish language

**LEADERSHIP & HONORS**

- ◆ Secretary and Co Founder, (GAAA) Global Advocates for Activism and Awareness 2008
- ◆ Steering/ Elections Committee Chair, Student Senate Elections 2008