

Texas A&M University Department of Residence Life, College Station, TX

Graduate Hall Director, part-time

July 2018 – May 2019

- Managed a residence hall of 150 students to create a comfortable living and learning environment through one-on-one meetings with residents of concern, mediating roommate conflicts, and crisis management
- Resolved conflict frequently, shaped staff of four as professionals through individual and team meetings, and created student development programs that educated residents on various topics and built community
- Advertised Resident Advisor positions and hiring, recruited students through in-person informationals, interviewed multiple candidates, reviewed application materials, and made decisions on hired staff

Texas A&M University Department of International Studies, College Station, TX

French Teacher Assistant, part-time

Sept. 2017 – May 2018

- Graded and provided feedback to students' assignments for two sections of introductory French classes
- Held tutorial sessions twice a week, along with face-to-face oral examinations and exam review sessions, improving student comprehension and overall grades by catering tutoring sessions to address deficiencies

Rick Davis, Attorney at Law, Bryan, TX

Legal Intern, full-time

May – June 2016

- Drafted and faxed demand letters, letters of correspondence, and subpoenas; prepared court documents for use in legal proceedings by propounding discovery with little to no supervision
- Provided customer service by meeting with clients and summarizing their case status for them; debriefed potential clients in order to ascertain their legal claims by asking open-ended questions and creating a welcoming environment

LEADERSHIP

Texas A&M University Speech & Debate Team, Texas A&M University

President

Sept. 2016 – May 2018

- Led meetings by setting the agenda, answering questions, and communicating with team members on organization needs and future events
- Competed in parliamentary debate, poetry, and persuasive speaking and placed first or second at multiple state and national tournaments, including the National Forensic Association and Pi Kappa Delta

FLARE (Freshman Liberal Arts Reaching Excellence), Texas A&M University

Culture Initiative & Academics Committee Counselor

June 2016 – April 2017

- Coordinated around 8 cultural events and activities and completed risk forms and travel forms for each event while in school full-time and work part-time
- Mentored and supervised underclassmen on a weekly basis and managed the committee budget consisting of \$900 by applying it responsibly to events and filing the proper spending paperwork
- Participated in the Big Event Service Project, an annual one-day city wide event that gives back to the College Station/Bryan community

Regents' Scholars Orientation Counselor, Texas A&M University

Distinguished Member

May – Aug. 2016

- Performed as a main character in a video shown to over 150 first-generation students which helped students become more familiar with campus and its services
- Directed orientation activities and aided freshmen by answering any questions about university life and creating a comfortable environment; listened to student concerns and helped develop solutions

HONORS

Robertson Foundation of Government Fellow

April 2018

Texas A&M University Communicating Diversity Conference Guest Speaker

March 2018

U.S. Department of State Gilman Scholar

April 2017

Texas A&M University Regent's Scholar

May 2015

SOFTWARE SKILLS

Microsoft Office, Adobe Acrobat, Google Drive, Skype, Outlook, C++