

EDUCATION

University of Texas at Austin | B.A. International Relations & Anthropology, Honors · May 2025

- Certificate in Native American and Indigenous Studies
- GPA 3.96

Russian Language Immersion – Bishkek, Kyrgyzstan · Spring 2024

- Completed 15-credit program with full academic and cultural immersion

PROJECTS & RESEARCH

Capstone: Sino-Russian Strategic Alignment under China’s Belt and Road Initiative **Fall 2024**

- Conducted multilingual research on the BRI’s impact in Central Asia, focusing on Kazakhstan’s role as a balancing middle power
- Wrote a 25-page IR policy brief analyzing Sino-Russian dynamics using regional case studies and Russian-language sources

Historical Research: Shoal Creek Historical Marker Project **Fall 2022**

- Conducted original archival research on Shoal Creek’s Indigenous presence and early settler activity
- Produced a historical report that informed city-level recognition and updated interpretation of the site’s significance

EXPERIENCE

Confoe – Austin, Texas **Sep 2022 - May 2025**

Operations Assistant

Confoe is a small firm providing operational support and consulting to semiconductor, solar, and capital equipment clients.

- Managed 20+ recurring workflows using calendar and deadline systems
- Processed confidential documents using Acrobat and Excel, reducing document errors and supporting compliance efforts
- Managed 100+ client and contract records in Excel and Smartsheet, improving access speed and team coordination

Independent English Language Instructor – Guayaquil, Ecuador **May 2023 - Aug 2023**

Taught on-site at Universidad Politécnica Salesiana

- Taught 10+ students using self-developed CEFR B2 curriculum, improving class pass rate and learner confidence
- Adapted instruction across linguistic and cultural contexts while managing curriculum delivery and assessment

University of Texas – Multicultural Engagement Center – Austin, Texas **Jan 2022 - Aug 2022**

Program Coordinator (Event & Tribal Engagement)

- Directed \$2K Indigenous cultural event for over 50 attendees, coordinating 5+ stakeholder groups
- Drafted and managed procedural documentation in coordination with tribal and university partners

University of Texas – Native American and Indigenous Collective– Austin, Texas **Aug 2021 - Jan 2025**

Officer

- Served on leadership team supporting Indigenous student programs and community visibility
- Helped organize UT Powwow, coordinating vendors, outreach, and ceremonial logistics

IDEAL Immigration – Washington, D.C. **Oct 2020 - Aug 2021**

Policy & Outreach Intern

- Created structured database of 100 U.S. Senators’ immigration positions, used in strategic outreach efforts
- Drafted meeting notes and legislative updates; supported advocacy communications across stakeholders

CERTIFICATIONS

- **HIPAA Privacy & Security** – Accountable HQ (2025)
- **Contract Law** – HarvardX (2025)

SKILLS

- **Research & Writing:** Multilingual source analysis, policy brief writing, historical research
- **Documentation:** Version control, recordkeeping, academic formatting
- **Tools:** Microsoft Office, Google Workspace, Adobe Acrobat, Smartsheet, Zoom, Clio
- **Languages:** English (Native), Russian (Advanced – CEFR B2+), Spanish (Basic)