

## EDUCATION

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**University of Texas** – Austin, Texas

**B.A. in International Relations and Anthropology, May 2025**

- Certificate in Native American and Indigenous Studies
- GPA: 3.96

**Russian Language Immersion** – Bishkek, Kyrgyzstan

**Study Abroad Program, Spring 2024**

- Completed 15-credit Russian immersion program; reached advanced proficiency through daily academic and cultural immersion

## EXPERIENCE

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**Confoe** – Austin, Texas

**September 2022 - May 2025**

**Operations Assistant**

- Managed team calendars and tracked deadlines for internal operations, ensuring timely project completion
- Handled confidential files with version control practices using Adobe Acrobat and Excel
- Wrote onboarding guides and SOPs to support consistent team processes and compliance standards
- Organized contract and client records using Excel and Smartsheet for streamlined internal access

**Universidad Politécnica Salesiana** – Guayaquil, Ecuador

**May 2023 - August 2023**

**Independent English Instructor**

- Delivered intermediate English instruction (CEFR B2) to university students using self-developed materials
- Adapted lesson plans across linguistic and cultural contexts without formal curriculum support

**Multicultural Engagement Center** – Austin, Texas

**January 2022 - August 2022**

**Project Lead**

- Led planning and logistics for UT's largest Indigenous student welcome event with 100+ attendees and a \$2,000 budget
- Liaised with tribal representatives, university staff, and performers to ensure timely and culturally compliant execution
- Maintained records, communications, and approvals across stakeholders using Google Workspace and Excel tracking

**IDEAL Immigration** – Washington, D.C.

**October 2020 - August 2021**

**Policy & Outreach Intern**

- Built and maintained immigration position database on all U.S. Senators to support legal analysis and lobbying strategy
- Synthesized stakeholder meetings into concise policy briefs informing outreach to lawmakers and advocacy partners
- Coordinated external outreach to public figures and cultural partners to support immigration-related initiatives

## PROJECTS & RESEARCH

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**Capstone: Sino-Russian Strategic Alignment under China's Belt and Road Initiative**

**Fall 2024**

- Conducted multilingual source analysis to assess the BRI's impact on China–Russia geopolitical dynamics
- Produced a 25-page original analysis with policy insights, integrating IR theory and multilingual source triangulation

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

**Fall 2022**

- Led original archival research on early Austin settlers; findings led to official city recognition via historical marker

## SKILLS & CERTIFICATIONS

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- **Certifications:** Contract Law (HarvardX/edX, 2025)
- **Languages:** Russian (advanced reading/speaking - CEFR B2+)
- **Software:** Excel (formulas), Microsoft Office, Google Workspace, Smartsheet, Adobe Acrobat
- **Research & Analysis:** Structured verification, multilingual source evaluation, concise synthesis, editorial writing
- **Data Management:** Spreadsheet automation, intake system design, version control, secure recordkeeping
- **Communication:** Calendar management, internal documentation, professional correspondence