

Operations & Policy Support Specialist | Legal-adjacent work in documentation, research, and workflow coordination

## EDUCATION

University of Texas – Austin, TX | **B.A. International Relations & Anthropology, magna cum laude**, 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/cultural immersion (advanced proficiency)

## EXPERIENCE

Confoe – Austin, Texas

September 2022 - May 2025

### Operations Assistant

- Managed multi-team calendars and deadline trackers, enabling on-time delivery of 20+ recurring internal tasks
- Maintained version-controlled confidential files in Acrobat/Excel, reducing document errors and audit risk
- Organized 100+ client and contract records via Excel/Smartsheet, improving access speed and team coordination

University of Texas – Multicultural Engagement Center – Austin, Texas

January 2022 - August 2022

### Project Lead

- Directed \$2K cultural event for 100+ attendees, coordinating 5+ stakeholder groups while honoring tribal engagement protocols
- Managed approval timelines, communications, and documentation across university and tribal partners
- Tracked logistics and planning tasks using Google Workspace and Excel tools

IDEAL Immigration – Washington, D.C.

October 2020 - August 2021

### Policy & Outreach Intern

- Created structured database of 100 U.S. Senators' immigration positions, used in legal lobbying briefs and strategic outreach
- Produced policy briefs from 10+ stakeholder meetings, directly supporting targeted outreach to lawmakers and advocacy groups
- Led outreach to public figures and partners, securing visibility and external support for immigration initiatives

Universidad Politécnica Salesiana – Guayaquil, Ecuador

May 2023 - August 2023

### Independent English Instructor

- Independently taught 20+ students with self-developed CEFR B2 curriculum, improving class pass rate and learner confidence
- Designed and delivered all lessons independently in the absence of a formal curriculum or institutional guidance

## PROJECTS & RESEARCH

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

- **Operations & Documentation:** Calendar coordination, internal documentation
- **Data & Workflow Systems:** Spreadsheet automation, version control, secure recordkeeping, intake system design
- **Research & Analysis:** Multilingual source evaluation, structured verification, editorial synthesis
- **Software & Tools:** Excel (formulas), Smartsheet, Adobe Acrobat, Google Workspace, Microsoft Office
- **Languages:** Russian – Advanced (CEFR B2+)
- **Certifications:** Contract Law (HarvardX/edX, 2025)