

Valentina Tiffany

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EDUCATION

Babson College, School of Business

Wellesley, MA • Expected May 2020

Candidate for Bachelor of Science; Cumulative GPA: 3.85 (Dean's List)

Intended Concentrations: Business Analytics, Technology, Design, and Entrepreneurship

WORK EXPERIENCE

Japanese Teaching Assistant | Babson College

Boston, MA • Aug. 2017-present

- Taught basic Japanese and provided extra learning resources to twenty college students.

Office Intern | Lewis Institute

Boston, MA • Aug. 2017-present

- Designed programs based on surveys and direct feedbacks to create a more efficient and enjoyable summer study experience.

Academic Mentor | Lewis Institute

Wellesley, MA • Mar. 2017 -Aug. 2017

- Handled the front and back end of the program by teaching entrepreneurship and financial projections college classes for 107 high school students, designing in-class activities for students, providing consultation for student business plans, and managing excel files of student information.

Business Development Intern | Whole U.

Boston, MA • Jun. 2017-Aug. 2017

- Delegated work to a group of four interns through scheduling online and in-person meetings to complete CEO's online course project and provided feedback for owner on program content.
- Created a business model for the company to add revenue streams and proposed ideas on marketing strategy for scaling the business based on google survey.

Financial Auditor | CleanCord (student-run FME company)

Wellesley, MA • Aug. 2016-May. 2017

- Constructed weekly income statements, balance sheets, pro-forma income statement, and cash budget to direct the company's strategies, analyze market interest, and create sales projections.
- Presented company's financials in front of around 50 people.

Event Assistant | CLTP program

Wellesley, MA • Mar. 2017-present

- Coordinated logistics for 100+ visiting CLTP coaches to ensure efficient program and maintain relationships with visiting alumni and friends of Babson.
- Addressed the coaches' and participants' concerns as the front desk to ensure event's success.

Secretary Assistant | PT. Samando

Indonesia • Summers 2013-2016

- Reviewed physical receipts daily and entered information into payment database to monitor sales and reconcile inventory at an agricultural machine warehouse.

LEADERSHIP

VP of Fundraising and Events | Habitat for Humanity

Babson College • 2017

- Planned four fundraising events and implemented public engagement techniques to reach a goal of \$1000.

VP of Marketing | Babson Archers

Babson College • 2017

- Implemented social media promotion strategies to recruit more than a hundred new club members.

Secretary | Peers on Wellness

Babson College • 2017

- Constructed meeting agendas and meeting minutes, led the whole student body to have healthier lives through weekly office hours, and planned wellness events.

College Advancement Ambassador | Cruickshank Alumni Hall

Babson College • 2017

- Facilitated events during the Babson Alumni weekend, devised ways to better engage alumni with current students.

Web Manager | FREEP Journalism Club

Babson College • 2016

- Formatted articles into a newsletter format and used WordPress to post the finished product.

SKILLS AND INTERESTS

Technical: Word, PowerPoint, Excel, Outlook, Access, Publisher, Photoshop, Social Media Platforms, WordPress, Linux, Minitab, Integrated database, Wufoo, Google suite.

Language: Fluent in English and Indonesian; Conversational in Japanese, Chinese, and Korean.