

## EDUCATION

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**UNIVERSITY OF NORTH CAROLINA, Kenan-Flagler Business School** – Chapel Hill, NC  
**Business Administration**, GPA 3.67

May 2020

- Double major in Communications Studies, Minor in Spanish for the Professions
- Lambda Pi Eta Theta Kappa, 2018-2020 Treasurer
- Sigma Alpha Lambda, Member
- Studied Spanish and business in Seville, Spain during summer 2018
- Associates in Arts from Central Carolina Community College, Sanford, NC

## EXPERIENCE

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**Xerox Corporation** – Cary, NC

July 2020-Present

### **Project Analyst**

- Support both the Enterprise Project Management Office and Governance/Operations teams to ensure projects remain on track by delivering 95% of projects within scope, on time, and within budget
- Assist on large IT projects, including the Global Payroll Program, mentoring with Senior Program and Project Managers to track open items and risks, maintain the project plan and schedule, and update stakeholders on progress
- Manage the Payroll Project's 55 integrations as the point of contact for 10 Business Analysts/Testers and 20+ vendor teams for any issues or roadblocks, escalating to Project/Program Managers as required
- Gather status updates from Business Analysts/Testers, schedule and lead weekly calls with 20+ vendors, create status reports, and present to an audience of 40+ on weekly status calls

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**UNC VICE CHANCELLOR FOR RESEARCH** – Chapel Hill, NC

August 2016-June 2020

### **Accounting Technician**

- Recognized by manager for initiative to learn more advanced tasks and ability to grasp concepts quickly
- Enhanced office's productivity by 40% through administrative tasks, allowing the account and operations managers to prioritize their responsibilities
- Updated the budget and expenses ranging from \$1K-5M for up to 250 research fund projects monthly and analyzed data to identify and rectify discrepancies
- Utilized attention to detail skills in reconciling approximately 100 accounts monthly to ensure accuracy and mitigate mistakes, resulting in management's confidence to publish reports

## LEADERSHIP AND COMMUNITY INVOLVEMENT

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**CAROLINA WOMEN'S CENTER ALTERNATIVE SPRING BREAK, Volunteer**,  
Wilmington, NC

- Served domestic violence organizations for 8 hours a day in eastern North Carolina through manual labor to improve client living conditions
- Engaged in literature review of domestic violence with peers, reviewing statistics of its prevalence and ways in which it functions, to increase our knowledge of the issue and develop solutions

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**UNC FEMINIST STUDENTS UNITED, Treasurer**,  
Chapel Hill, NC

- Developed a clear budget to guide future financial decisions
- Contacted and maintained relationships with fundraising sponsors to continue increasing funds
- Managed transactions and handled receipts to prevent overspending
- Coordinated with the team to create events to educate the student population on all forms of oppression and to inspire and facilitate change

## ADDITIONAL INFORMATION

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- Certified Associate in Project Management
  - Certified Public Notary
  - Conversational Spanish skills
  - Experience with Microsoft Suite (Excel – vlookup, pivot table – MS Project, PPT, Teams, etc.), SharePoint creation and management, CAPPM, Adobe Spark, Premiere Pro, infographic and website design

