

# Joseline Rivera Blas

Norman, OK 73072 • (405) 699-1359 • joseline.1.rivera@ou.edu

## EDUCATION

---

**University of Oklahoma, Norman, OK**

**Expected Graduation May 2025**

*Bachelor of Business Administration*

Majors: Management Information Systems and International Business

**GPA: 3.28/4.0**

*International travel includes Mexico and South Korea—Fluent in Spanish and English*

## EXPERIENCE

---

**University of Oklahoma, Center for Student Success**

**August 2023 – Current**

Student Employee

- Assist in daily operations: answering the phone, tending to students and guests
- Communicate effectively with supervisors and other employees and perform other duties as assigned

**University of Oklahoma**

**February 2023 – Current**

Student Library Assistant

- Collaborate with curators in creating book displays and handling books of all ages
- Start organization projects with other assistants
- Revise and analyze library data across different database systems and implement efficient practices

**UB Home Team**

**January 2022 – April 2022**

Team Assistant

- Managed contract retrieval and uploading, composed and proofread emails to clients; collaborated with clients and team members in tracking client closing information
- Calculated team commissions sales volume, and created social media posts with Hootsuite
- Processed all stages of real estate contracts and coordinated with Title Agents and Realtor Processors

## APPLIED LEARNING

---

**Goldman Sachs, Online and In-Person**

**May 2022 – January 2023**

Emerging Leaders Summit & Insight Series

- Networked with other participants on the NovoEd platform and participated in weekly leadership projects
- Participated in weekly seminars covering career opportunities within the company and guest speaker stories

**JP Morgan Chase & Co., Online**

**August 2022 – November 2022**

Career.edYOU Academy

- Gained further knowledge of JPMorgan Chase & Co. lines of business and corporate functions
- Engaged in corporate recruiting training, resume workshops, and Hire Vue tips and training

## LEADERSHIP

---

**Multicultural Business Program**

**August 2023 – Current**

Director of Community Outreach

- Correspond to organization president and DEI director
- Plan and execute monthly community service events for our 100+ student body

**Theta Nu Xi Multicultural Sorority, Inc.**

**March 2022 – Current**

Vice President of Marketing & Recruitment

- Create and maintain posting schedule for social media accounts and monthly newsletters
- Review social media analytics and achieve milestones in growing social media presence on campus

**Sustainable Energy Society**

**August 2022 – August 2023**

Organization Outreach Coordinator

- Corresponded to organization president regarding collaborations with other organizations on campus
- Planned and established an annual speakers event with renewable and sustainable leaders in Oklahoma to connect with students and help guide students to work in sustainable fields

**Miracle Mindset**

**October 2021 – May 2022**

Finance Committee

- Organized a student art auction and raised over \$500 in scholarship funds for first-generation students
- Awarded \$5,000 to our Miracle Mindset Scholars after having fundraised with committee members

## HONORS AND ACTIVITIES

---

Outstanding Sophomore, OU Multicultural Greek Council

Management Information Systems Student Association, Member

Price College of Business Dean's List

Global Engagement Fellow

Honors Student Association, Member

The Big & Little Event, Annual Volunteer

SungKyunKwan University, Fall 2022 Exchange Student

Honors Scholar/Distinguished Scholar