Alanna Cooper

7350 SW 89th St Apt 1701, Miami, Fl 33156 ▪ 201-314-6218 ▪ alannacooper1997@gmail.com

**Profile**

A dedicated worker and quick learner aiming to achieve company goals and take on any responsibility.

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| **Achievements include:** |  | **Skills include:** |
| * Leader of Girl Scout Troop 1369 * Recipient of Gold Award for raising hundreds of dollars in donations of school supplies for international school * Editor of Yearbook |  | * Skilled in Microsoft Word, Powerpoint, and Excel * 80 wpm * Proficient in Spanish * 3+ years experience in tutoring * Experience in public speaking * Organized * Adapts easily * Excellent communicator * Proficient in Adobe Creative Cloud products (InDesign and Illustrator) |

**Education**

**Northern Valley Regional High School Demarest**,Demarest, NJ

High School Diploma, June 2015

* GPA: 3.7
* Gold Award Recipient
* Host of all school events from 2014/2015 school year
* Editor of Yearbook
* Official in school chorus

**University of Miami**,Coral Gables, FL

August 2015 to Present

Graduation: 2019

* Major: Media Management on the Pre-Law track
* Minors: Spanish and Public Health
* GPA: 3.7

**Experience**

**HM Media**, Closter, NJ

***PR Intern***, June 2017 to Present

Remote intern for HM Media, a PR firm. Responsibilities include:

* Creating and maintaining Editorial calendars
* Creating and maintaining PR contact lists
* Creating presentations for potential and existing clients

**GDET Entertainment**, NJ

***Cryptocurrency Mining Intern and Assistant***, January 2018 to Present

Remote intern for GDET Entertainment Bitcoin mining development. Responsibilities include:

* Drafting business plans and letters of intent
* Researching market data, cryptocurrency volatility rates, and cryptocurrency trends
* Emailing brokers and responding to broker emails
* Scheduling meetings

**University of Miami Law School**,Coral Gables, FL

***Student Legal Assistant***, February 2017 to Present

Administrative Assistant in University legal office. Responsibilities include:

* Maintaining Excel database of staff cases
* Developing approval workflows to make caseload review more efficient
* Compiling weekly status reports for partner review
* Updating database of legal reports

**Student Tutor**,Closter, NJ

***Independent Tutor***, September 2015 to Present, ***Varsity Tutor***, July 2018 to Present

Tutoring experience includes:

* Reading comprehension help
* Essay editing
* Essay writing workshops
* College essay writing/editing
* College Applications
* Working with ESL (Spanish primarily) students on English assignments
* Certified SAT Reading and Writing Tutor

**Ariel Unlimited**,Closter, NJ

***Business Analyst Intern***, June 2016 to Present

Part-time summer intern at technology consulting firm. Responsibilities include:

* Re-classifying financial entries in Quickbooks
* Generating reports and creating financial forecasting graphs in Excel

**Stryker Pharmaceutical**, Paramus, NJ

***Ambassador,*** July 2015 – August 2015

Worked as an Ambassador for Stryker Pharmaceutical during the PGA tournament. Responsibilities included:

* Selling Stryker products to tournament attendees
* Developing a mailing list of attendees interested in receiving communications from the company