

# Lanna S. Sanchez

lanna.sanchez@pomona.edu

---

## EDUCATION

**Pomona College**, Claremont, CA

**Bachelor of Arts: Public Policy Analysis (concentration in Sociology), Chicana/o-Latina/o Studies**

GPA: 3.6

Expected May 2019

## HONORS AND AWARDS

**Posse Foundation Full-Tuition Leadership Scholarship**

January 2015 - Present

- Participate in an extensive eight month training program that includes leadership development, teambuilding, and cross-cultural communication skills

**Questbridge College Match Scholarship**

January 2015 - Present

- Achieved a scholarship through a national non-profit program that identifies high-achieving, low-income students, helps connect with the nation's best colleges and universities, and supports to achieve success in careers and communities

## LEGAL EXPERIENCE

**Lawyers For Children**, New York, NY

June 2017 - August 2017

*Forensic Social Work Intern- Domestic Violence Project*

- Advocated for 20+ children combating abuse, neglect, high conflict custody, immigration issues, and foster care
- Organized social workers' testimonies and lawyers' legal materials for trials and hearings at New York Family Court
- Interviewed clients, conducted home/field visits across all 5 boroughs of New York to investigate domestic violence
- Consulted between social workers, foster parents, Administration for Children's Services, and mental health institutions

## WORK EXPERIENCE

**Pomona College**, Claremont, CA

November 2015 - Present

*Administrative Assistant for the Vice President and Dean of the College*

- Allocate purchasing cards by managing funds and accounting up to \$1500/week on Bank of America Works® software
- Assist the deans by organizing faculty events, planning meetings, and researching upcoming discussion topics
- Respond to phone calls, emails, notes, memos, and other sources of inquiry pertaining to the college
- Maintain confidentiality while uploading critical information into the college's student and faculty databases

**Chicago Athletic Clubs**, Chicago, IL

January 2015 - January 2017

*Kids Club Teacher*

- Prioritized the safety of all children ages 2 months to 12 years old during music, yoga, reading, and dance classes
- Organized structured educational activities to engage children and teach interpersonal skills when visiting the club
- Maintained positive relationships with parents and children when explaining club safety policies
- Operated DataTrack software to bill customer accounts and upload confidential client information

## EXTRACURRICULAR ACTIVITIES

**Secretary**, Latinx Alliance Club at Pomona College

January 2016 - Present

- Organize student activism and cultural activities for students who identify as Latinx at Pomona College

**Sponsor**, Office of Housing and Residence Life at Pomona College

August 2016 - May 2017

- Mentored 22 first-year students living in my residence hall to transition to college by creating a safe and welcoming living environment and increasing first year interactions with older students

## ADDITIONAL SKILLS

- Mastery of Microsoft Office, Google suite, Bank of America Works® accounting system, IBM SPSS Statistics, DataTrack
- Professional working proficiency in Spanish
- Qualitative research, Policy analysis, Statistical analysis