

Motivated, multicultural, and goal-oriented young professional who strives to positively impact HR practices while building business acumen skills.

Education

Harvard University, Cambridge, MA

May 2015

- Bachelor of Arts; Major: Psychology with a Citation in French.

Professional Experience

Harley-Davidson Motor Company, Associate Generalist, HR Development Program

05/2016 – Present

Three-year rotational program across five Centers of Excellence in Human Resources.

Global Demand & Business Services (First rotation)

05/2016 – 10/2016

- Facilitated two organizational development workshops.
- Developed curriculum for Change Leadership workshop that 40+ employees attended.
- Supported workplace investigations, documented notes, and created case assessments.
- Provided recommendation for new employee orientation in Mexico, Canada, and Brazil.
- Supported employee development review process for 8+ teams.
- Coordinated wellness event that hosted 90+ employees.

Shared Services (Second rotation)

05/2016 – Present

- Prepared severance letters for employees during restructuring of company.
- Led change management work for implementation of new time tracking system in the US and Canada.
- Developed online training for 700+ employees in the US and Canada.
- Implemented biweekly newsletter to improve communication within HR Service Center.
- Led change management work for implementation of single sign-on capability for payroll system.

Knovva Academy Academic Associate of Program Design, Cambridge, MA

06/2015 – 05/2016

Formerly called GiantBug Education. Start-up company that provides educational programs and resources to international students.

- Contributed to the development of strategic initiatives for new academic programs.
- Recruited teachers and speakers for summer program.
- Coordinated summer program for high school students from China.
- Traveled to China four times to deliver presentations and recruit students.

Undergraduate Experience

Contact, Peer Counselor, Cambridge, MA

08/2014 – 05/2015

Peer counseling group focused on issues of sexual orientation, sexuality, and relationships.

- Provided non-judgmental, non-directive, and confidential peer counseling to Harvard undergraduates.
- Staffed peer counseling room 5 hours per week.

Harvard Taiwan Leadership Conference, Director, Taipei, Taiwan

08/2013 – 08/2014

Organization dedicated to holding a weeklong conference to expose Taiwanese high school students to leadership workshops.

- Led recruitment initiatives to hire Harvard students as teachers.
- Planned conference workshops and extra-curricular activities.
- Managed 1,084 applications from Taiwanese students and made the final selection of 84 students.
- Handled disciplinary issues of 84 students and 25 staff members during the conference.

RoLa Languages, Spanish Teacher, Cambridge, MA	<i>01/2014 – 08/2014</i>
Language institute that offers Spanish, French and Portuguese classes to students of all ages.	
<ul style="list-style-type: none"> Developed curriculum for beginner and intermediate Spanish classes for adults. Taught English and Spanish classes in-person and online to national and international students. Created video series of online Spanish classes. 	
International Academic Alliance, English Teacher, Ningbo and Dongying, China	<i>06/2014 – 08/2014</i>
<ul style="list-style-type: none"> Taught English curriculum to Chinese high school students and led dance extra-curricular activity. 	
Nock Laboratory for Clinical Psychology, Research Assistant, Cambridge, MA	<i>01/2014 – 05/2014</i>
<ul style="list-style-type: none"> Provided research assistance in study of suicide attempts in the military. 	
Harvard Youth Leadership Initiative, Director, Cambridge, MA	<i>08/2011 – 05/2014</i>
Organization that provides free weekly leadership courses for middle school students.	
<ul style="list-style-type: none"> Recruited Harvard students as teachers. Supervised and provided workshops on negotiation, public speaking, time-management, and goal setting. 	
Harvard Student Agencies, Spanish Translator, Cambridge, MA	<i>02/2012 – 02/2014</i>
<ul style="list-style-type: none"> Translated official documents as well as live translations for HSA, the largest student-run company in the world. 	
McNally Laboratory for Emotional Disorders, Research Assistant, Harvard University	<i>02/2012 – 11/2013</i>
<ul style="list-style-type: none"> Ran clinically depressed participants through computer study. Transcribed and coded interviews of participants with complicated grief. 	
Harvard College Social Enterprise Association, Vice President, Beijing, China	<i>03/2012 – 03/2013</i>
Organization dedicated to plan a Spring Break trip to teach English at a non-profit middle school for children of migrant workers.	
<ul style="list-style-type: none"> Led recruitment efforts to hire Harvard students as teachers. Taught English and dance classes. 	

Certifications

Six Sigma Yellow Belt	<i>April 2017</i>
<ul style="list-style-type: none"> Created standard job description template that Harley-Davidson will utilize globally. 	
Master Certificate in Human Resources, Cornell University	<i>November 2015</i>

Clubs & Associations

Latino Professionals Business and Employee Resource Group, Events Lead	<i>01/2017 – Present</i>
Employee-led group that helps employees to achieve professional aspirations and contribute to Harley Davidson's success in the workplace and community.	
<ul style="list-style-type: none"> Created meeting minutes to keep leadership team informed. Coordinated corporate event for one-year anniversary that 85+ employees attended. Planning opportunity with local high school to recruit Hispanic students for yearlong internship. 	
Toastmaster's	<i>08/2016 – Present</i>
Chapter at Harley-Davidson that supports communication and leadership development.	

Skills

- Fluent in Spanish and proficient in French.
- Exceptional leadership, communication, and organizational skills.