

Kayla Mae Anderson

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EDUCATION

University of Minnesota - Twin Cities

Bachelor of Arts (3.7)

- Double Major: Sociology of Law and Global Studies

Minneapolis, Minnesota
September 2017 - May 2020

Pontifical Catholic University - São Paulo

Immersion Exchange Program - All Coursework in Portuguese

- Concentration in International Relations

São Paulo, Brazil
February 2019 - June 2019

EXPERIENCE

University of Minnesota - Twin Cities

Research Assistant

- Scanned historical mortality documents through Optical Character Recognition (OCR) software titled ABBYY
- Processed large sets of data in a timely manner, specifically 150 columns of data per hour
- Maintained a 99% accuracy rate by assessing documents for errors according to industry standard practices
- Identified and resolved system issues by implementing a trial and error procedure by collaborating with other assistants
- Developed a more effective data filing system to accelerate data entry processing time for incoming assistants

Minneapolis, Minnesota
October 2019 - December 2019

Office of Senator Tina Smith

Congressional Intern

- Accurately entered more than 200 policy and 100 casework calls and mail into Voice database to inform legislative aides regarding constituent policy concerns and navigate federal agencies
- Accurately collected policy research in regard to the Native American Agriculture Fund and Intertribal Agriculture Council to assist Native American Outreach Director in legislative affairs
- Translated voicemails of Spanish-speaking constituents to Immigration Outreach staff to help provide Spanish-speaking constituents connect with federal agencies
- Drafted memos for Native American, health care, and immigration issues

Saint Paul, Minnesota
August 2019 - December 2019

Centro Guadalupano

Ándale Volunteer

- Assisted Latinx students of immigrant parents ages 6-11 with rigorous scholastic tutoring
- Developed after-school activities for creative and scholastic engagement
- Co-led summer camp and managed 30+ students at any given time

Minneapolis, Minnesota
September 2018 – January 2019

Immigrant Law Center of Minnesota

Legal Intern for Community Defense Project & Detainee Assistance Program

- Drafted written translations for client statements that would then be presented to the court
- Provided verbal translations between attorneys and detainees at Freeborn County Jail
- Effectively supplied accurate and current information on the process of the court and assisted in the preparation for callers future hearings
- Assessed individual immigration cases and provided them with materials and resources accordingly
- Under certain Immigration and Customs Enforcement (ICE) time limitations, assessed and updated detainee's materials to be processed without penalties

Minneapolis, Minnesota
May 2018 – August 2018

Ameriprise Financial

Advisor Service Professional

- Implemented technological enhancements to bring successful collaborative resolutions to advisors and clients
- Prepared visual aids, documentation, and field policies in a timely manner
- Evaluated and documented advisors objectives, risk profile, time horizon and investment preferences accordingly
- Passed Securities Industry Essentials exam to accurately and efficiently assist advisors and clients with navigating the securities industry
- Maintained a daily 100% accuracy rate to meet wealth management standards

Minneapolis, Minnesota
June 2020 - April 2021

SKILLS & INTERESTS

Languages: Spanish (Full Professional Proficiency), Portuguese (Full Professional Proficiency), English (Fluent)

Skills: Stata Software, ABBY Software, Microsoft Office Suite, Outlook, HTML, CSS, Javascript