**EDUCATION**

**Temple University**,Fox School of Business, Philadelphia, PA, Bachelor of Business Administration May 2018

Major: Marketing

University of California, Berkeley, San Francisco, CA, Data Analytics and Visualizations Bootcamp Present

**PROFESSIONAL EXPERIENCE**

**Paul Hastings LLP**, San Francisco, CA September 2021– Present

*FinTech and Payments Analyst*

* Calculate and organize attorney fees and billing statements based on client matters in a clear and concise Excel spreadsheet
* Collaborate with lawyers to design well-organized Excel spreadsheets based on clients’ assets under management for upcoming sales and litigation matters
* Assign Howey Test scores to digital asset scorecards to determine if a transaction qualifies as an "investment contract" based on personal research and information provided by the client
* Complete the New York Department of Financial Services’ self-certification questionnaire forms on behalf of emerging cryptocurrency and DeFi clients
* Collect information to complete required regulatory forms for money transmitter service clients seeking state licenses
* Research and analyze advantageous global business locations for decentralized autonomous organization (DAO) clients

**Covington & Burling LLP**, Washington, DC July 2018 – August 2021

*Public Relations Coordinator*

* Managed all firm social media channels, including LinkedIn, Twitter, Facebook
* Drafted firm press releases, lawyer quotes, and internal communications interest stories for distribution
* Supported and advised lawyers and practice groups in award submission profiles and digital presence
* Developed relationships with media personnel to promote firm and lawyer awareness, including lawyer on/off-the-record interviews and bylined article submissions
* Created and executed industry and culturally specific monthly social media campaigns
* Analyzed and presented social media engagement statistics to firm’s marketing department
* Leveraged and managed platforms like Google Analytics, Signal AI, and Hootsuite Analytics to track viewer analytics

**LEADERSHIP & SERVICE**

**The Arc San Francisco**, San Francisco, CA April 2022 – Present

*PULSE Board Member, Mentor*

* Organize social gatherings for adults with developmental and fundraisers for the organization
* Provide career growth advice and tools for success in the workplace to an adult mentee with developmental disabilities

**Arlington County Department of Parks & Recreation**,Arlington, VANovember 2018 – February 2020

*Youth Basketball Coach*

* Taught basketball and athletic skills to middle school students; led weekly basketball practices and games

**Southeastern Pennsylvania Big Brother Big Sister Program**, Philadelphia, PASeptember 2014 – June 2018

*Big Brother*

* Mentored a middle school student teaching life skills and assisted with homework assignments

**SKILLS & INTERESTS**

* Advanced in Microsoft Word, PowerPoint, and Excel
* Experienced in iManage, Excel VBA, Google Analytics, and Python
* Certified and experienced with Hootsuite and experienced with Sprout Social (social media management platforms)
* Peloton cycling, hiking, pickup basketball, real estate, and baking gluten-free desserts