

EDUCATION

Bachelor of Arts: English Studies w/ Film & Production Studies Minor **2020 – 2024**
Coastal Carolina University (CCU) - Conway, SC, 3.7 GPA

PROFESSIONAL EXPERIENCE

Concierge, Artis Senior Living of Lexington, MA **2019 – Present**

- Life Enrichment Asst. from 2022-2023, Concierge from 2019-2022 + 24'-Present
- Answer calls and greet resident's visitors, and answer family questions/concerns.
- Assist in office duties as needed, including tour paperwork, budget tracking, etc.
- Created and ran daily life enrichment programs for 70 residents with Alzheimer's.
- Maximized participation by engaging with and meeting the needs of all residents.
- Responsible for maintaining communication with the resident's family members.

LEADERSHIP

President, Sigma Tau Delta, Chi Rho Chapter **2023 – 2024**

- Led and worked with other officers on campus events for the ENGL department
- Assisted students in getting works accepted for presentation
- Presented Critical Essay in April 2024 in St. Louis, MO

Writing Center, CCU **2022 – 2024**

- Offered feedback on student writing in one-on-one sessions.
- Assisted students in developing their writing process and strategies for revision.

Resident Assistant (RA), CCU **2021 – 2022**

- Oversaw 40 second-year students in student dorms.
- Served as a conduit to campus resources as they adjusted to college life.
- Offered immediate support during emergencies to ensure a safe living environment.

Eco-Rep, Sustain Coastal **2021 – 2022**

- Promoted sustainable living practices as a peer educator on campus.
- Developed and hosted events and programs that challenge students to adopt a more sustainable lifestyle.

SKILLS

- Fluent in English and Portuguese, Proficient in Spanish
- Writing, Copy Editing, Transcription, Research, Interviewing, Public Comms.
- Word, PowerPoint, Excel, Premiere, Audacity on Windows, Mac & Linux
- Computer building/repair, HTML/CSS, IT maintenance