**EDUCATION**

**Saint Mary’s College of California, Moraga**

**Bachelor of Science in Business Administration** May 2021

**Concentrations: Finance and Marketing**

3.5 Major GPA

* Director of Marketing and Recruitment for The Latinx Business Student Association

**EXPERIENCE**

Project Open Hand, San Francisco, CA February 2019-Present

**Finance Department Intern**

* Built and implemented a grant management process for the record keeping of invoices and contracts for private and government grantsranging from **$80,000 to $250,000.**
* Prepared a report for the Finance Manager to aid in assessing the productivity of the **four members of the finance department.**
* Entry of Accounts Payable into the company database averaging over **$5,000 daily.**
* Reconciliation of the company’s credit cards including receipt verification and entry to the database with accounts of **up to $40,000.**

WORLD, Oakland, CA December 2018-February 2019

**Finance and Accounting Intern**

* Assisted in budget review analysis for the organization, for **a total of over $500,000.**
* Managed highly confidential financial documents such as **payroll invoices, credit card statements and bank information** during the grant application process for submission to government agencies.
* Assisted in the preparation of monthly budgets and perform general account analysis and reconciliations.

U.S. House of Representatives, Walnut Creek, CA August 2018- December 2018

**Congressional Intern**

* Successfully **completed an average of 30 daily calls** with constituents who were oftentimes upset and frustrated; worked to connect them with the proper resources to solve their problems and voice concerns.
* Accurately inputted highly confidential data into the database, such as **addresses, social security numbers, legal documents, and case paperwork.**
* In charge of **sending emails averaging 50 per week** to schedule important meetings between constituents and the Congressman, as well as scheduling events.

Lindsay Wildlife Experience, Walnut Creek, CA March 2017- Present

**Hospital Volunteer**

* Ensure medication sheets and patient history documents are up to date and adequately tailored to every one of the **more than 6,000 patients the hospital treats yearly**.
* Accurately measure medications ensuring precise dosage is given to an **average of 30 patients daily**.
* Make good use of the resources we are provided, this includes being mindful about food waste.
* Guiding non-English speakers through the process of bringing in a rescued patient, this includes **gathering precise information about location patient was found** to ensure proper release.

**SKILLS**

* **Languages**: Spanish and English.
* **Abilities**: Easily adaptable, Customer Service, Problem Solving, Time Management.
* **Technologies**: Google Docs, Microsoft Office (Word, Excel, PowerPoint).