

# REGINE JONES

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## EDUCATION

<b>The University of Texas at Austin</b>	<i>Bachelor of Business Administration, Management Information Systems</i> GPA: 3.60	May 2023
<b>Seoul National University</b>	<i>Global Relations Exchange Program</i> GPA: 3.82	August 2021 - May 2022

## SKILLS

**Programming Languages:** Python, HTML, SQL

**Technologies:** *(List any softwares outside of PLs you have proficiency in - e.g. Git, React, etc.)*

**Languages:** *(this is for spoken languages - indicate Basic, Intermediate, Advanced, Fluent, Conversational, Native)*

**Certifications:** *(Optional)*

## EXPERIENCE

**College of Natural Sciences Career Services, Austin, TX** June 2025 - Present  
*Career Coach*

- Deliver individualized coaching to 150+ STEM students and alumni, supporting job searches, graduate prep, and networking strategies.
- Design and facilitate 10+ career readiness workshops (resume, interviewing, networking) with 92% avg. positive feedback.
- Partner with faculty and 5+ student orgs to expand experiential learning, boosting engagement with career services by 25%.
- Conduct mock interviews and provide targeted feedback to prepare students for internship interviews in STEM and business fields.

**Moody College of Communication, Austin, TX** September 2023 - June 2025  
*Associate Academic Advisor*

- Onboarded 430+ students through orientation programming, ensuring smooth academic transition and course planning.
- Planned and executed 10+ large-scale events (200+ attendees) with responsibility for logistics, communications, and stakeholder coordination.
- Streamlined multi-calendar operations and compliance tracking across advising teams.
- Provided ongoing student support and guidance on academic success strategies.

**KnowBe4, Clearwater, FL** May 2021 - August 2021  
*Cyber Security Intern*

- Performed risk assessments and triaged cyber alerts, cutting response time by 30%.
- Developed mitigation protocols for 20+ threat scenarios with internal security protocols and industry best practices, strengthening team preparedness.

**The University of Texas at Austin, Austin, TX** January 2020 - August 2020  
*Orientation Advisor*

- Spearheaded logistics and event planning for virtual onboarding of 9,987 new students during the COVID-19 pandemic.
- Led 30+ cohort meetings, 100+ advising sessions, and 200+ social activities to foster student connection.
- Assisted in creating onboarding materials, FAQs, and resource handbooks for new students.

## PROJECTS

*(Optional section – move this section above the experience section if your projects are more relevant to your interests)*

**PROJECT NAME** | *Language, Language, API (insert relevant languages/technologies used here)*

Month Year

- Text *(List a description of academic or personal projects relevant to industry of interest, including results/accomplishments/outcomes/skills used - follow the same bullet point formula from experience)*
- Text

**PROJECT NAME** | *Language, API, Library, Framework (insert relevant languages/technologies used here)*

Month Year

- Text
- Text