

# REGINE JONES

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## EDUCATION

The University of Texas at Austin	Bachelor of Business Administration, Management Information Systems GPA: 3.60	May 2023
Seoul National University	Global Relations Exchange Program 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 <i>Career Coach</i>	June 2025 - Present
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- 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 <i>Associate Academic Advisor</i>	September 2023 - June 2025
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- 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 <i>Cyber Security Intern</i>	May 2021 - August 2021
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- 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 <i>Orientation Advisor</i>	January 2020 - August 2020
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- 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