

# Sophia R. Nelson

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## EDUCATION

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### Texas Christian University

Expected Graduation May 2026

#### *Bachelor of Arts in English and Writing & Rhetoric*

3.87 GPA

Awards: 2025 AddRan Student Research and Creative Symposium Award for Outstanding Presentation in Spanish and Hispanic Studies, 2nd Place for Poetry (TCU Creative Writing Awards 2025), 3rd Place for Hybrid/Experimental Work (TCU Creative Writing Awards 2025), Dean's Honors List (Fall & Spring 2022-2025), AddRan College of Liberal Arts English Heritage Endowed Scholarship, TCU AddRan. Academic Achievement Scholarship, TCU Dean's Scholarship.

### University of Westminster

London, England, UK

#### *Semester Abroad*

January-May 2024

## PROFESSIONAL EXPERIENCE

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### Global Financial Crimes Division (GFCD) Intern – MUFG Bank, Ltd. Irving, TX June 2025 - Present

- Provide direct support to GFCD Operations and Global Sanctions leadership through defined deliverables and ad hoc assignments from the Global Head of Operations and Sanctions.
- Act as a preliminary editor for leadership, improving clarity, tone, and professionalism across organization communications and written materials.
- Developed internal writing guidance and best practices to enhance the quality and consistency of documentation across personnel.
- Explore opportunities to automate written output using AI tools, improving efficiency and workflow within the sanctions compliance process.
- Serve as a liaison between leadership and analysts to create enrichment content that support professional development and engagement within the team.

### Library Assistant - Mary Couts Burnett Library, TCU

Fort Worth, TX

January 2023-Present

- Help patron's check-in and out materials, ensuring proper placement, and computer system handling.
- Sort and shelve books according to their categorization: certified for the Library of Congress system.
- Greet guests, answer phone calls, and assist patrons with sourcing, researching, and choosing materials through online organization systems.

### Operations Associate - Alo Yoga

Fort Worth, TX

February-May 2025

- Supported daily store operations by managing opening/closing procedures, restocking, and maintaining in-store presentation standards.
- Coordinated inventory processes—including shipments, tagging, and back-of-house organization—to maximize efficiency and product availability.
- Collaborated with sales and leadership teams to streamline workflow, improve operational consistency, and support high-volume retail days and events.

### Sales Associate - Coach

Auburn, WA

May-August & December 2024

- Proactively approached customers to provide them with the correct service, whether it was engaging in conversation, answering questions, or aiding in handbag selections.
- Answered phone calls while simultaneously communicating with other guests.
- Cashiered, handled cash, processed returns, and managed in-store pick up orders.

## INVOLVEMENT

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- Exhibition Host for Amon Carter Museum of American art May 2025- Present
- Reading Partner Tutor for Dallas ISD August - December 2024
- Editor for Scribble Frogs Writing Club August 2024- Present
- Member of Gamma Phi Beta Sorority August 2022- Present
- Member of TGIFF Writers Group August 2023- Present

## SKILLS

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- Languages: French (Intermediate)
- Writing & Copyediting (Creative, Academic, Professional)
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Leadership and Event Planning