

# 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*

3.9 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) Analyst – MUFG Bank, Ltd. Irving, TX June 2025 - Present

- Provides direct support to GFCD Operations and Global Sanctions leadership through defined deliverables and ad hoc assignments from the Global Head of Operations and Sanctions.
- Acts as a preliminary editor for leadership, improving clarity, tone, and professionalism across organizational communications and written materials.
- Reviews, summarizes, and synthesizes complex written materials, translating dense content into clear, streamlined documents that leverage technology to enhance efficiency across regions.
- Develops internal writing guidance and best practices to enhance the quality and consistency of documentation across personnel.
- Explores opportunities to automate written output using AI tools, improving efficiency and workflow within the sanctions compliance process.
- Serves as a liaison between leadership and analysts to create enrichment content that supports professional development and engagement within the team.

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

Fort Worth, TX January 2023 - Present

- Helps patrons check in and out materials, ensuring proper placement and accurate system documentation.
- Catalogs, classifies, and shelves books according to the Library of Congress classification standards.
- Assists patrons with research, material evaluation, and sourcing across digital and physical collections using online cataloging 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.
- Cashiered, handled cash, processed returns, and managed in-store pickup orders.

## INVOLVEMENT

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- Exhibition Host for Amon Carter Museum of American Art
- Editor for Scribble Frogs Writing Club
- Reading Partner Tutor for Dallas ISD
- Member of Gamma Phi Beta Sorority
- Member of TGIFF Writers Group

May 2025 - Present

August 2024 - December 2025

August - December 2024

August 2022 - Present

August 2023 - Present

## SKILLS

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- Editorial Review & Copyediting
- Technical & Creative Writing
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Leadership & Event Planning