

TIFFANY A. BALCARCEL

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EDUCATION

WASHINGTON UNIVERSITY, OLIN BUSINESS SCHOOL, ST. LOUIS, MO **May 2020**

Bachelor of Science in Business Administration

Majors in Economics and Strategy, Computer Science; Minor in Political Science GPA: 3.1/4.0

- **Honors:** James and Merry Mosbacher/Edward Jones Scholarship Recipient, John M. Olin Scholar
- **Relevant Coursework:** Managerial Statistics II, Principles of Financial Accounting, Computer Science, Calculus III

MATER DEI HIGH SCHOOL, SANTA ANA, CA GPA: 4.6/4.0 **May 2016**

- **Honors:** AP Scholar with Distinction Award, National Hispanic Scholar, Top Ten Student

EXPERIENCE

WASHINGTON UNIVERSITY - CAREER CENTER St. Louis, MO **June-August 2017**

Career Center Intern

- Communicated with students and recent alumni via phone calls to inform them of Career Center initiatives
- Scheduled appointments for career advisers and students using Outlook, to save time and increase efficiency
- Updated the CareerLINK database and recorded student information to track placement metrics

ONECLASS - NOTESOLUTION INC. Toronto, ON, Canada **August-December 2016**

Business Development Intern

- Executed a social media campaign to promote and market OneClass to undergraduate students
- Expanded the note taker program at Washington University by recruiting students to be note takers for OneClass

LEADERSHIP

OLIN BUSINESS COUNCIL **September 2016-Present**

Vice President of Career and Professional Initiatives

- Orchestrated the annual Chicago Career Trek and arranged housing, transportation, and career events for 50 students
- Communicated with managers and associates at finance and consulting firms to schedule meetings and networking events
- Elected to the *Vice President* position after a democratic school wide vote, and transitioned from an Associate role

WASHINGTON UNIVERSITY INTERNATIONAL RELATIONS COUNCIL **November 2016-Present**

Committee Director, Travel Team Member

- Directing two teams of six staff members and 25 delegates for fall and spring Model United Nations conferences
- Developed 20+ page research guides relating to climate policy and Cold War politics, respectively, to educate delegates

CONGRESS OF THE SOUTH 40 **September 2016-May 2017**

Treasurer - HIG Residential College

- Managed a \$4,000 budget and advised the HIG executive board to plan events for residents
- Coordinated with the Residential College Director and Graduate Fellow for receipts and budgeting
- Approved financial requests from student groups as a voting member of the Finance Board, to allocate funds

SERVICE

- *Active Member*—Gamma Phi Beta, International Sorority
- *Peer Mentor*—Olin Peer Ambassadors
- *Financial Literacy Tutor*—MoneyThink

SKILLS/INTERESTS

- **Computer Skills:** Microsoft Excel, SharePoint, Google Suite, Java, Web Development (HTML, CSS)
- **Language Skills:** Fluent in Spanish
- **Interests:** Swimming, cooking gourmet cuisine, and playing flute/piano