

# TIFFANY A. BALCARCEL

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1907 Port Bristol Circle  
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## EDUCATION

**WASHINGTON UNIVERSITY IN ST. LOUIS, OLIN BUSINESS SCHOOL, ST. LOUIS, MO****May 2020****Bachelor of Science in Business Administration** Professional GPA: 3.1/4.0**Majors in Economics & Strategy and Computer Science, Minor in Political Science**

- Honors: James and Merry Mosbacher/Edward Jones Scholarship Recipient, John M. Olin Scholar
- Relevant Coursework: Analytics and Modeling for Business Decisions, Managerial Statistics II, Computer Science

**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 IN ST. LOUIS - 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*

- Wrote targeted content for social media campaign to promote and market OneClass to undergraduate students
- Amplified Washington University's note taker program by recruiting 80+ students to upload notes to the OneClass website

## 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 30 students
- Communicated with managers and analysts at finance and consulting firms to schedule visits and networking events
- Elected to the *Vice President* position after a democratic school wide vote, and transitioned from a Business Associate role

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

## ACTIVITIES AND SERVICE

- *Active Member* — Gamma Phi Beta, International Sorority
- *Peer Mentor* — Olin Peer Ambassadors
- *Financial Literacy Tutor* — MoneyThink
- *Counselor* — World of Politics Pre-Orientation

## SKILLS

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