

TRACY N. BURTON BRAVO

GLOBAL AFFAIRS, COMMUNICATION & PROGRAMMING

She/her

Global affairs graduate and journalist major with plenty of experience in multicultural environments. Motivated professional comfortable in high-stress situations. Enthusiastic, reliable teammate with strong communication skills

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Tower Grove East, St. Louis, MO.

Skills

- Bilingual English-Spanish. Proficient at translation and interpretation. Dual citizen.
- Teamwork
- Time management
- Office Suite, Google Suite, Photoshop
- Conflict resolution
- Customer Service
- Stocking and Replenishing
- Cleanliness

Work History

AmeriCorps St. Louis (ACSTL) Emergency Response Team (ERT)

Sep 2020 – present. St Louis, MO. Two 11-months terms

Assisting disaster-affected communities, fighting wildfires, and conserving natural resources.

- Team Lead (Sep 2021 – present)

- **Disaster Response: DR4615NY (10 days).** Operations Chief.
- **Led AmeriCorps' Disaster Response in Defiance, MO after the 2021 Severe Storms. (12/11-12/17).**
- **Field Supervisor for NCCC team at Greenwood Cemetery in STL, MO. (May-August 2022)** Lead ecological restoration operations for a historic black cemetery.

- Team Member (Sep 2020 – Aug 2021)

- **Disaster Response: DR4564FL (7 weeks).** Planning and Logistics Chief.

Was awarded the **Legacy Award** at the end of the first service term for "being a daily reminder that excellence is not a singular act but a habit". Was **Missouri's Volunteer of the Week** (11/15 -11/21) and (12/20-26). Was awarded the **Gold President's Volunteer Service Award 2021 and 2020**

Assistant Team Leader & Media Rep – AmeriCorps National Civilian Community Corps (NCCC)

Oct 2019, July 2020. Sacramento, CA. 40+hours/week, 10 months

AmeriCorps NCCC is a federal program in which young adults serve in different communities across the country.

- **City of San Rafael, CA (6 weeks). Environmental Stewardship.** Helped reduce the risk of wildfires.
- **Great Falls, MT (10 weeks). Served with Tax Help Montana (THM) and the Great Falls Community Food Bank.** Helped families increase their financial stability through. Assembled food boxes and helped restock and replenish.
- **McClellan, CA (7 weeks). Served with Listos California,** made wellness calls to check in on older adults during the Coronavirus pandemic.

Game Master – The Rombo Code

December 2018, March 2019. Madrid, Spain. Part-time

Worked at an escape room where I developed customer service and time management skills, as well as improved my communication and teamwork competences. Helped draft their website translation from Spanish to English.

Communications Intern – Euron Wireless Telecom

July and August 2018. Madrid, Spain. **20 hours/week – 2 months**

Directly assisted the Communications Director. My responsibilities included: Press clipping and press release services, internal communications and public relations (Workplace, Facebook, Twitter, LinkedIn), as well as translation services: Spanish-English and English-Spanish.

Public Relations Intern – The United Nations Refugee Agency

October 2017 – March 2018. Madrid, Spain. **20 hours/week – 6 months**

Daily press analysis on topics such as asylum, migration, Spanish international development cooperation, and other matters of interest for the Delegation, compilation, and assessment of UNHCR related news, public information and press briefing translations, research and drafting of answers to questions received by mail, media database update.

Urban Summer Camp Counselor

July/August 2016 & July 2017. Madrid, Spain

2016. Alcorcón, Madrid - Spain. Worked a total of 120 hours during 4 weeks in a low-income neighborhood in Madrid. Children were 6 to 8 years-old. Helped prepare meals and cleaned afterwards.

2017. El Viso, Madrid - Spain. Worked 120 hours during the month of July with elementary school children who attended a catholic school in a moderate income neighborhood. Helped prepare meals and cleaned afterwards.

Rhythmic Gymnastics Level 1 Instructor

2013-2014. 240 hours from September to June. Asturias, Spain

Worked after school 6 hours a week with two different groups of gymnasts aged 4 to 6 and 6 to 12. Certified by the Royal Spanish Federation of Gymnastics.

Education

07/2022 – present. Full-Stack Coding Bootcamp. Washington University in St Louis (USA). Expected graduation: 12/2022
2018-2019. Master in Global Affairs. Joint program by the University of Prince Edward Island (Canada) and Universidad Rey Juan Carlos (Spain).

Final thesis: [A Peacebuilding Approach to the African American Experience: Good Kids in Mad Cities](#)

2016-2017. Erasmus Scholarship – Communications and International Relations. Collegium Civitas. Warsaw, Poland
Honors at 'Terrorism and other Security Threats', 'Introduction to Strategic Peacebuilding I', and 'Cross-Cultural Communication'

2014-2018. B.A. in Journalism. Universidad Complutense de Madrid, Spain. Cum Laude

Final thesis: How the Common European Asylum System (CEAS) was ineffective in dealing with the refugee crisis

Extra-Curricular Activities

2019. Refugee Resettlement Seminar. Helped organize a youth seminar on refugee resettlement at the Council of Europe.

2017-2019. 'Hay Alguien Ahí?' InfoRadio. Live radio show at UCM. Created a segment called 'Silenced voices' in which I covered stories on human rights, environmental issues, and the intersection of pop culture and social justice.

2017. First speaker at a public Gender Equality Debate at Collegium Civitas in Warsaw, Poland. Lead my team and won.

2016-2017. French and polish classes. Took French for two semesters and Polish for one.

2015-2016. Writer at the University's newspaper InfoActualidad.

Columnist and Member of the Editing Board in a social justice writing workshop.

Speaker in the evening news radio broadcast. InfoRadio.

Volunteer Experience

2019. March 6th and 7th. Strasbourg, France. Volunteered at the *Collecte Nationale avec les Restos du Coeur*. Collected food donations at a supermarket.

2018. September. Charlottetown, PEI. Volunteered at the *PEI International Shellfish Festival*. Helped set things up and distributed wristbands at the entrance.

Participated in the afternoon of service at UPEI. Helped in a community garden.

Madrid, Spain. Volunteered with *Serve the City Madrid*.

2015. YOAYU. Non-profit Mundo Cooperante in Partnership with UCM aimed to bring awareness to the power of responsible consumption as a tool towards social and environmental sustainability. Our tasks as volunteers included: Handing out leaflets and other materials about both the NGO and FGM, informing students about the clothing containers located near UCM's metro stop, setting up a market close to the metro stop where to sell donated clothes.