

FirstName LastName

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EDUCATION

Bachelor of Arts in Media and Communication Studies, *University of Washington Bothell*

June 2018

Bachelor of Arts in Community Psychology, *University of Washington Bothell*

- Annual Dean's List 2014-2016

International Experience: *University of Washington*

Summer 2017

- Studied abroad to Spain resulting in travel coordination, increased adaptability to new situations, knowledge of cultural awareness, and diversity by attending courses in independent research, Spanish language, and politics of soccer

RELATED ADMINISTRATIVE EXPERIENCE

Assistant Career Adviser Lead, *University of Washington Bothell Career Services*

June 2016-June 2018

- Develop checklists to train 6 employees on essential tasks within 1-3 month timeframe
- Post job openings to Career Services web page by using Kentico CMS software and monitoring deadlines for removal
- Coordinate meetings and schedule employees by creating an organized spreadsheet and a strong attention to detail
- Onboard 5 employees by initiating guidance, answering questions, and creating a comprehensive OneNote resource
- Responsible for proper filing and disposal of confidential documents and sensitive student information

Assistant Career Adviser, *University of Washington Bothell Career Services*

June 2015-June 2016

- Provided operational support for career events catering to 450+ college students, employers, and staff at a given time
- Cultivated working relationships with clients to assist approximately 8 students per day by navigating job search strategies, resume and cover letter review, mock interviews, and LinkedIn for career preparation
- Maintained Outlook and telephone by providing customer service and responding to client and employer inquiries
- Prioritized tasks and a high volume of time sensitive projects by using to-do lists and Outlook calendar
- Managed the front desk when receptionist staff were unavailable by greeting clients and answering questions

Peer Health Educator, *University of Washington Bothell Recreation and Wellness*

July 2014-June 2015

- Worked with team of 5 to market, organize and schedule event performers resulting in attendance of 200+ people
- Researched health topics facing college students by applying National College Health Assessment data to 8+ interactive workshops, events and infographic posters to evaluate needs and provide resources to the campus
- Planned and organized events, workshops and tabling by creating timelines, marketing material and reserving rooms
- Responsible for creating budget request and food form documents to request, order and purchase supplies for events

ADDITIONAL EXPERIENCE

Student Senator, *Associated Students of the University of Washington Bothell (ASUWB)*

July 2014-February 2015

- Represented 4,600+ diverse students by attending committee meetings, holding open forums, and creating relationships with upper administration, faculty, and staff resulting in increased communication and collaboration
- Created coalition with a 15-member team to host an open forum resulting in rapid increase of 100 new parking spots
- Attended committee meetings and reported electronic notes back to Student Government team at weekly meetings
- Founded campus initiative to establish healthcare services by meeting with key community leaders and stakeholders

Emergency Preparedness Intern, *University of Washington Bothell*

January 2014-March 2014

- Progressed, edited, and revised a 30-page Mass Casualty Incident plan and other complex documents implementing clear and concise writing to produce an organized, prepared culture in case of emergency on the UW Bothell campus
- Assisted in leading first campus fire drill in 10 years by guiding individuals out of the building with a sense of urgency
- Participated in emergency preparedness exercises and trainings such as Campus Emergency Response Team training
- Recruited individuals to participate in preparedness videos and activities to provide awareness about safety measures