



SUMMARY

Organized and adaptable graduate student with demonstrated experience and recognized excellence in the execution of paralegal duties, administrative tasks, relationship building, successful conflict mediation, and the development and implementation of educational programs. Educated in subject matters such as; human rights, immigration law, international security, managerial accounting, organizational leadership, and project management. Maintains extreme attention to detail and ability to multitask within fast-paced environments. Possesses interests in international education, immigration, law, diplomacy, and policy.

EDUCATION

Master's Degree in Public Diplomacy (MPD)

University of Southern California, Annenberg School of Communication, Los Angeles, CA, May 2022 **(Enrolled in 8 Credit Hours)**

Bachelor's of Arts Degrees (BA) in International Studies--International Business and Political Science--International Relations

University of California, San Diego, Eleanor Roosevelt College, La Jolla, CA, June 2020 **(252.5 Quarter Credit Hours, 2.88 GPA)**

EXPERIENCE

Eleanor Roosevelt College Residence Life

International House Resident Advisor (19 Hrs/Week)

Reynaldo Guerrero, Dean of Student Affairs, rsguerrero@ucsd.edu, (858) 534-2261, **Reference**

- Facilitated apartment meetings to discuss concerns, review complaints and convey information about policy changes for ninety residents.
- Attended weekly meetings with supervisors to assess and advocate for the needs of residents; and then developed solutions and strategies to improve resident support and satisfaction.
- Fostered relationships with residents, and work with new residents to optimize acclimation and ease transition to new living environment.
- Enforced policies and safety standards through building and community rounds.
- Organized a diverse selection of programs based on social justice and community building.

Awarded the Most Outstanding Returning Paraprofessional given to a Residence Life staff member with two or more years of experience who has gone above beyond expectations. June 2020

August 2019 - June 2020

La Jolla, CA

International Rescue Committee

Immigration Intern (12 Hrs/Week)

Elizabeth Leon, Immigration Program Manager, elizabeth.leon@rescue.org, (619) 641-7510

- Gained knowledge of various USCIS immigration applications and their processes, procedures, and eligibility requirements.
- Assisted case managers with special projects for unique cases that required research on country conditions and aided in the development of persuasive arguments associated with that research.
- Worked directly with immigration department staff to assist with case follow-ups and community outreach regarding the services provided.
- Facilitated the completion of the USCIS naturalization applications with eligible clients under case manager supervision.

January 2020 - April 2020

San Diego, CA

International Rescue Committee

Citizenship Education Program Intern (15 Hrs/Week)

Christina Augsburger, Citizenship Education Program Instructor, christina.augsburger@rescue.org, (619) 440-6208

- Prepared clients for their USCIS citizenship interview by hosting lessons on basic United States civics and history, advanced ESL and interview strategies.
- Hosted a weekly workshop that allowed clients to experience a mock USCIS citizenship interview.
- Performed clerical work such entering client data into our enterprise nonprofit software (ETO) and calling clients to inform them of upcoming programs.

Awarded the Go With the Flow Award given to the IRC Intern that has proven to be the most flexible and adaptable in numerous situations for the 2019-2020 fiscal year. June 2020

September 2019 - December 2019

El Cajon, CA

UC San Diego International House

Programs and Marketing Intern (19 Hrs/Week)

Alan Schuchman, Programs Coordinator, aschuchman@ucsd.edu, (858) 822-1791, **Reference**

- Led, planned and executed six educational programs, two weekly and four quarterly, for the San Diego community that foster global citizenship and international awareness.
- Recruited, managed and supported volunteers that served as hosts for the weekly language conversation tables.
- Produced quarterly reports that helped in the evaluation of organization's mission and strategic goals.
- Organized collaborative events with campus and community partners such as campus Resident Advisors, the Human Rights Watch, the Scripps Institute of Oceanography and the UC San Diego School of Global Policy and Strategy.

Awarded the UC San Diego Warren College Academe Award (BEARL) for Celebrating all Cultures given to an individual, group, or entity who has demonstrated a commitment to promoting diversity across the UC San Diego Campus. May 2019

August 2018 - June 2019

La Jolla, CA

AWARDS, HONORS, & SKILLS

Eleanor Roosevelt College (ERC) Class of 2020 Ambassador Award

June 2020

UC San Diego Class of 2020 Student Commencement Speaker

June 2020

ERC Golden Award for Leadership, Most Outstanding Program for the 2018-19 School Year

May 2019

ERC Golden Award for Leadership, Most Outstanding Student Leader for the 2018-19 School Year

May 2019

Communication

Conflict Mediation, Intercultural Communication, Interpersonal Communication, Public Speaking

Language

Arabic-Intermediate, English-Fluent, French-Advanced, Spanish-Fluent

Leadership

Diversity Equity and Inclusion, Project Management, Teamwork, Team Management

Technology

Content Management System, Enterprise Nonprofit Software (ETO), Facebook, G-Suite, Immigrant Pro, Instagram, Microsoft 365, Twitter