Higher education professional at Hispanic Serving Institution eager to begin graduate level work in Student Affairs. Advocate for gender equity, diversity, inclusion and basic needs.

 **E D U C A T I O N**

California State University, San Bernardino

Bachelor of Arts in Psychology Expected June 2021

GPA 3.1 Dean’s List Winter 2020, Spring 2020

Oder of Omega & Rho Lambda Honor Societies member

 **E X P E R I E N C E**

California State University, San Bernardino, Associated Student Incorporated (ASI)

*Student Body Executive Vice President* July 2020 – Current

* Created COVID-19 student scholarship with team of executives, where we donated $10k to students in need
* Organized a multimillion-dollar budgeted organization with over 20 employees during a pandemic, solidifying efficiency with organizational logistics
* Encouraged / confirmed students to serve on campus wide committees and achieved the goal of having

one or more students on each campus committee

* Chaired Personnel committee and aided in adjusting our budget for yearly minimum wage increases
* Effectively organized all minutes taken during Board of Director or Financial meetings
* Gave speeches to students to motivate their learning and pride in CSUSB
* Met with various campus entities to advocate for student needs and successfully increased the amount of donations to the on-campus food pantry which supports food insecurity
* Collaborated / advised a multimillion-dollar budget to effectively use it on student needs
* Interviewed / hired new Office of Student Engagement Director with diverse hiring committee.

*Special Projects Coordinator*  January 2020-July 2020

* Established a volunteer program for the organization with a new volunteer

Policy and procedures

* Planned for a campus speaker to come present to students, included budgeting and student requests (Will be happening in 2022 due to COVID)
* Designed a Women’s History Month event to highlight important women in education, including women from the San Bernardino area and throughout history

*Program Specialist* June 2019 – Dec 2019

* Prioritized student learning outcomes through engaging events planned

 with a team of student leaders

* Arranged and planned events with collaboration from other campus life entities
* Communicated with other ASI departments to collaborate on graphics and marketing ideas for events
* Set up and tear down of large scale events, some with over 500 student attendees

Vans; San Bernardino, California

*Cashier and Customer Service Associate* March 2018 – September 2019

* Actively promoted and sold the company’s products to a wide range of

 customers, while increasing sales.

* Adapted to a fast paced changing workplace while increasing customer satisfaction and number of

 products per sale

Etiwanda High School; Rancho Cucamonga, California

*AVID Tutor* August 2017- June 2019

* Reinforced classroom learning objectives in small group activities
* Streamlined students school organization processes within their notes and binders
* Aided in student’s college and scholarship application processes
* Empowered students to find the answers to their problems through working together
* Contributed new ideas and classroom activities to a team of tutors

**L E A D E R S H I P**

Alpha Delta Pi Sorority; California State University, San Bernardino

*President* November 2019 – December 2020

* Managed an executive team of six women and organized all weekly and monthly meetings
* Managed all chapters’ organizational documents such as rosters, trainings, rituals, academic plans,

 presentations, and workshops.

* Corresponded with executive officers on a weekly basis to ensure the organization was running as

 effectively as possible

* Attained a new P.O. Box and storage unit for the organization
* Brainstormed a chapter vision statement and vision board while collaborating with the chapter in a

 workshop setting

* Appointed women into leadership positions
* Administered membership development processes to ensure risk management policies were being followed
* Led official chapter meetings on a weekly basis and continued over zoom
* Represented the chapter at bi-weekly Greek presidential meetings
* Edited bylaws and standing rules for the organization
* Oversaw all bank funds and managed the chapter bank account
* Organized and planned a chapters yearly calendar with a team

*Vice President of Membership Experience* December 2018-December 2019

* Advised a team of 5 women to work together on membership experiences
* Directed the first ever two chapter initiation ceremony with the UCR ADPi chapter
* Empowered the women through workshops geared towards things they were struggling with and ritual materials
* Effectively planned two school years of membership experience events including: chapter retreats, ritual education, Big and little reveals, Senior events, and new member education and events
* Participated in weekly executive team meetings, monthly board meetings, and monthly membership team meetings
* Created and presented a weekly women empowerment activity to 50+ women

*Public Relations Director* December 2017-December 2018

* Ran all social media, with a focus in adding members to the individual sorority
* Created new ways to engage with community through social media presence
* Designed and edited videos and a scrapbook to use for recruitment purposes

Panhellenic Council; California State University, San Bernardino

*Panhellenic President*  November 2018-December 2019

* Effectively used Roberts Rules of Order to run meetings
* Collaborated with and led a team of 6 women to reach our goal of the most women signed up for sorority recruitment in the last 5 years
* Unified Greek life and multiple Greek councils through events like *Greek Week* and *Study Jam*
* Coordinated a Greek speaker to attend our campus, including budgeting and time-slot organization
* Organized a leadership awards ceremony for 500 students, and formal recruitment for 300 women
* Created a ritual for recruitment counselors and Panhellenic exec to be pinned with the Panhellenic pins before recruitment season, this is now used at the school permanently
* Established a philanthropic connection with *Circle of Sisterhood* where we were able to donate over $1,000 to help girls in third world countries with school supplies
* Edited bylaws and rules for the organization
* Oversaw all bank funds and managed the organizations bank account
* Organized and planned the organizations yearly calendar
* Aided in training of Panhellenic Executive Officers and Recruitment Counselors

*Scholarship Director* December 2017-December 2018

* Ran scholarship related activities and events for women, to help raise grades and overall gpa of the Greek women at our campus
* Constructed an incentive system for high GPA’s
* Designed and led a Facebook community group focused on academics and women empowerment

*Programming Director* September 2017-December 2017

* Assisted in planning of Panhellenic events including *Greek Week*
* Ran all social media, with a focus on adding members to the Greek community

Order Of Omega Greek Honors Society; California State University, San Bernardino 2020-2021

*Vice President*

* Inducted into Greek honors society for GPA’s 3.0 and above in 2019
* Recorded memberships into logs
* Assisted in growing the chapter during a pandemic
* Arranged ritual items for new members to be processed into the society

Rho Lambda Women’s Honor Society; California State University, San Bernardino 2019-2021

*Member*

* Inducted into all women’s Greek honors society for GPA’s 3.0 and above in 2019

Orientation and First Year Experience; California State University, San Bernardino

*Orientation Leader* June 2017 - September 2017

* Facilitated open communication between incoming students, and campus departments to increase

 comfortability for incoming students

* Accommodated the overnight needs of several hundred freshman and transfer students, as they were

 staying on campus

* Aided incoming students in registering for classes
* Gave campus tours to incoming students

**T R A I N I N G S**

CSU’s Sexual Misconduct Prevention Program (Title IX) January 2021

HIPAA: Protecting Patient Privacy January 2021

Avoiding conflicts of Interest January 2021

Diversity, Equity, and Inclusion in the Search Process December 2020

How to Navigate Narcissism in the Workplace June 2020

Contributing as a Virtual Team Member June 2020

Effective Team Communication May 2020

Navigating challenging Situations with Diplomacy and Tact May 2020

Using Active Listening in Workplace Situations May 2020

Understanding the Clery Act (CSU) March 2020

**T E C H N O L O G Y**

|  |  |  |  |
| --- | --- | --- | --- |
| Zoom | Canva | Microsoft Office Suite | Spreadsheets |
| EMS(Event Management Systems) | Eventbrite | Doodle Poll | Instagram, Twitter, Facebook, YouTube, LinkedIn |

**C O N F E R E N C E S**

Collegiate Leadership Summit-Alpha Delta Pi January 2021-Feburary 2021

 *- Peer Facilitator at conferences*

Adelphean Compass Leadership Seminar- Alpha Delta Pi January 2020

Association of Fraternal Leadership & Values Western Conference April 2019

Officer Academy, Western District-Alpha Delta Pi January 2018

**P R E S E N T A T I O N S / G R A N T W O R K**

Vision Board Making and Goal Setting Workshop January 2020

* + presented to 45 students to implement best practices for goal setting while focusing on

the school year and collaborating all of the visions into one vision statement for the organization

Complete Count Census presentation November 2020

* + delivered to large groups of students at Cal State San Bernardino to inform them on

importance of the Census

**S E R V I C E T O P R O F E S S I O N**

ASI Board of Directors- *Special Advisor*  2020-2021

Student Union Board of Directors 2020-2021

Personnel Committee -*Lead* 2020-2021

ASI Finance Committee 2020-2021

Instructionally Related Programs Fee Student Board Member 2020-2021

Search Committee for the Director of the Office of Student Engagement 2020-2021

Title 9 Committee 2020-2021

School Spirit Committee 2020-2021

ASI Spirit working Group 2020-2021

ASI Club Allocation Budget Committee 2020-2021

Shared Governance Committee 2020-2021

Homecoming Committee 2019-2020

Women’s Leadership Conference Planning Committee 2019-2021

Children's Center Feasibility Study Review Committee 2020

**V O L U N T E E R**

Ronald McDonald House Charities, Loma Linda ~*50+hours* 2017-2020

* + Prepped, prepared, and cleaned up meals for families staying in the RMHC house

Relay for Life, Fontana ~*200+ hours* 2015-2019

* + Assisted in various duties including leading a snack bar the day of, passing out t-shirts,

organizing awards, and setting up and cleaning up the event

Circle of Sisterhood 2018-2019

* + Aided in raising money to send to young girls in third world countries to pay for educational

supplies, menstrual products, and schooling

Proud and Pretty 2014-2018

* + Advocated for women’s rights through lobbying with city officials, also aided in educational workshops for girls to feel comfortable and confident in their bodies

*References available upon request.*