

EDUCATION

University of Mount Saint Vincent, Riverdale, NY Expected: May 2027

B.A. in Sociology with Minor in Philippine Studies and Minor in History Concentration in Honors

Corazon Aquino, Full Tuition Scholarship Recipient, Honors Program

Port Richmond High School, Staten Island, NY

September 2019 - June 2023

High School Diploma, Mastery in Mathematics

Awards: Salutatorian, National Honor Society, National AP Scholar, Drum Major

WORK EXPERIENCE

Academic Tutoring

July 2023 - Present

Math Tutor

- Host weekly online sessions regarding test preparation, study skills, and grade standard curriculum
- Design 100+ individualized weekly worksheets, and lesson prep and in adherence to NYC DOE grade standard
- Effectively communicated student progress to parents along with recommendations to ensure academic success

Tropical Smoothie

May 2024 - August 2024

Crew Member

- Prepared and served food including wraps, flatbreads, açai bowls and custom smoothies to 75-100 patrons each day
- Studied and memorized 60+ smoothie and food recipes to give quality recommendations to customers
- Sustained a clean organized work environment including washing dishes, brooming, and replenishing fresh ingredients

Fishlinger Center for Public Policy Research

May 2024 - Present

Research Assistant

- Collaborate in weekly meetings with academic advisors and research partners to update progress on research
- Attained proficiency in SQL for managing and querying an Azure database with over 2000 records for the University Neighborhood Housing Program
- Analyze Azure database to understand trends of housing infractions in relation to the COVID-19 Pandemic

Rawle And Henderson Law Firm

September 2024 - Present

Part Time Intern

- Utilize IManage software to scan, send out, organize, and file legal and administrative documents effectively
- File physical documents in the office using a specific organization system for easy retrieval
- Maintain inventory of file room supplies such as paper product, binder folders, binder clips, and staples

ACTIVITIES

Port Richmond High School Marching Band

September 2020 - July 2023

Drum Major

- Directed 60+ students in weekly band meetings and monthly community events
- Facilitated clear communication between students and band directors
- Filed 130+ sheet music files in instrumental and alphabetical order and logged 90+ band instruments for return use

University of Mount Saint Vincent Model United Nations

September 2023 - Present

Social Media Coordinator and Secretary

- Created and manage the UMSV Model UN social media account on Instagram
- Record key insights and team progress for a team of 8 members during weekly meetings
- Raised over \$300 through fundraising efforts to the annual budget
- Research current events and their relation with international affairs
- Present diplomatic solutions in 3 international conferences with participants from over 45 countries

SKILLS AND INTERESTS

Languages: English (Fluent)

Customer Service: Leadership, Collaboration, Communication, Adaptability, **Microsoft Office:** Word(Advance), Azire(Intermediate), Presentation(Intermediate), and Excel (Intermediate) **Social Media Manager:**

Picsart(Intermediate), Canva (Intermediate), Instagram (Intermediate) **Program Language:** SQL(Intermediate)