**EDUCATION**

**New York University -** **School of Professional Studies,** *Bachelor of Science*  New York, NY

Major: *Leadership & Management* June 2022

Honors & Leadership: PTK International Honor Society Member (2017), Alpha Beta Gamma International Honor Society Member (2018), Dean's List (2020), Dean's Undergraduate Scholar (2021), Alpha Sigma Lambda Honor Society (2022), Founders Day - University Honors Scholar (2022), Founder and President of Community College Transfer Club at NYU.

**EXPERIENCE**

**SBH Health System**  Bronx, NY

*Marketing Manager*  September 2022 – September 2023

* Planned, managed, and coordinated projects while ensuring timelines were met, within budget restraints.
* Collected data, prepared, and presented reports of the quality control management for all marketing materials distributed, internally and externally including newsletters, social media, and internal communications.
* Partnered with leadership to develop tools and metrics to evaluate the performance of numerous campaigns.

**Project Destined**  Remote

*Program Manager*  May 2022 – October 2022

* Participated in 3-week long Leadership Development training to support in areas of growth such as Personal Branding, Relationship Building, Conflict Resolution, Networking, and Communication Strategy.
* Facilitated and organized weekly meetings with a team of over 10, interns, co-program managers, staff and mentors to assist in live property deal development and bi-weekly competitions.

**NYU Entrepreneurial Institute**  New York, NY

*Entrepreneurial Education Intern* August 2021 – June 2022

* Greeted guests and helped them manage COVID regulations and check-in at the front desk.
* Answered questions via email and phone at the entrepreneur lab. Guided guests through resources/processes.
* Project planned and managed events and workshops, mainly for underrepresented student groups.

**Here to Here** Remote

*Project Assistant*  February 2022 – May 2022

* Conducted surveys and interviews to generate reports and advocate for policies to enhance pathways.
* Researched and analyzed persistent narratives that may serve as obstacles for low-income students.
* Worked in close partnership with NYU SPS Office of the Dean, professors, students and administrators.

**New York University - Residence Life New York, NY**

*Resource Center Assistant* 08/2020 - Present

* Oversaw day-to-day tasks of the Resource Center, as assistant manager. Spearheaded hall wide events.
* Administered distribution COVID-19 related supplies.
* Created schedule for office assistants and newsletter for the Resource Center.

**New York State Assembly** New York, NY

*Community Liaison*  June 2019 – October 2020

* Assisted community members with inquiries related to housing, government assistance, and job searches.
* Built partnerships with organizations within the district to deliver services to constituents.
* Planned and managed the Assembly Member's and the office schedule to provide community events and services.

**LEADERSHIP AND OTHER ACTIVITIES**

**CUNY BCC Foundation**  Bronx, NY

*Board Member*  September 2022 – Present

Involved in the board's efforts to strengthen the BCC community by providing support and advocacy.

**CERTIFICATIONS**

**Google Certificate** Online

Digital Marketing & E-commerce April 2024 - Present

**SKILLS AND INTERESTS**

Computer/Technical: Microsoft Office Suite (Advanced), G Suite (Advanced), Hootsuite (Advanced), Java, Web Programming, Instagram (Advanced), Facebook (Advanced), Mailchimp (Advanced), Monday.com (Advanced), Canva (Expert)

Languages: Spanish (Fluent), English (Native)

My Diversities: First Generation College Student, Race/Ethnicity (Hispanic or LatinX), Socioeconomic Background (Low income), Ally/Advocate (disAbility)