

Preferred Name

(Phone | Boston, MA | E-mail | LinkedIn URL)

PROFILE

Rising undergraduate senior with exceptional communication and organizational skills, looking to further my analytical skills and leadership style. Seeking a career in contributing a social impact to my community, emphasizing diversity and inclusion in the workplace. Interested in making an impact in bringing healthcare services to under-resourced communities.

EDUCATION

Suffolk University, Sawyer Business School

Boston, MA

Bachelor of Science in Business Administration Degree

Expected May 2024

Major: Social Entrepreneurship and Business Law Minor

GPA: 3.8 Honors: Honors Program Member, Deans Scholarship, Consecutive Deans List Semesters since Fall 2020

RELEVANT EXPERIENCE

Suffolk University Career Center

Boston, MA

Career Ambassador

January 2021–Present

- Communicate and review peer resumes and cover letters to prepare students with diverse skill levels and interests
- Independently create detailed digital communications for partnering employers
- Assist in organizing employer events for students learning about the career and networking opportunities
- Participated in programming as moderator at Startup Boston's Networking 101 student panel held 9/2022

The Capital Network

Boston, MA

Programming Intern

May 2021–December 2021

- Partnered with senior leadership team to complete market research related to similar programming and resource organizations supporting strategic initiatives for TCN
- Supported development of member training including topics of diversity in the workplace, highlighting member accomplishments and understanding unconscious bias
- Worked on special projects including researching DE&I programs to improve programming at TCN

Panera Bread Franchise: Covelli Enterprise

Columbus, OH

Marketing Intern

October 2019–March 2020

- Researched recruitment practices to support strategic activities to improve recruitment issues
- Supported executing strategic activities for hiring initiatives that increase staff and diversity

LEADERSHIP EXPERIENCE

Suffolk University Undergraduate Admissions Office

Boston, MA

Trustee Ambassador

May 2022–Present

- Support and execute large scale Open House events that appeal to diverse prospective student populations
- Answer challenging questions with effective and clear interpersonal skills

Suffolk University Entrepreneurship Club

Boston, MA

President & Founder

September 2021–Present

- Founding member and establishing a program budget that works with senior faculty and administrative staff in the Center for Entrepreneurship
- Present to alumni and local entrepreneurs to persuade involvement and provide programming to educate club members and create networking opportunities

Suffolk University Program Council

Boston, MA

Off-Campus Chair

June 2022–Present

- Manage and allocate a \$16,000 budget for campus wide student programming around the City of Boston

SKILLS

Technical: Proficient in Microsoft Office Suites | Snapseed Photo editing | Access