

# Preferred Full Name (Personal Pronouns)

City, State | Phone Number | Email | LinkedIn URL

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## EDUCATION

**SUFFOLK UNIVERSITY, SAWYER BUSINESS SCHOOL**

Boston, MA

*Master in Management and Organizational Leadership*

May 2023

**GPA: 3.7**

- *Relevant Courses:* Organizational Behavior, Conflict & Negotiation, Innovative Thinking, Persuasion Theory
- *International Business Seminar:* Munich and Frankfurt, Germany, May 2019

**VIRGINIA COMMONWEALTH UNIVERSITY**

Richmond, VA

**B.A., Economics, cum laude**, Minor in Entrepreneurship

Jan. 2018

- *Study Abroad:* Barcelona, Spain, Spring 2017

## PROFESSIONAL EXPERIENCE

**SUFFOLK UNIVERSITY, FINANCE DEPARTMENT**

Boston, MA

*Research Assistant*

Sept. 2021–Present

- Conduct research using financial forecasting and modeling to demonstrate economic impact on small businesses in the Greater Boston area during the pandemic
- Present findings in an organized report to 10 tenured faculty members, including the department chair

**ABC INVESTMENT ADVISORS**

Cambridge, MA

*Management Analyst*

Jan. 2020–Sep. 2021

- Identified and analyzed potential business risks to minimize losses and unnecessary expenses
- Monitored business procedures and performance to ensure that the company's goals and objectives were met
- Analyzed workflow processes and implemented procedural and flowchart documentation that reduced errors by 20%

**BROWN BROTHERS HARRIMAN & CO.**

Boston, MA

*Mutual Funds Administrator*

Jan. 2018–Jan. 2020

- Administered mutual fund investments in emerging markets with assets totaling \$300 million
- Ensured accurate and timely valuations of all assets within the portfolios with emphasis on international securities, stock-index futures and options, and exchange rate hedges
- Designed new spreadsheets that increased reporting capabilities and reduced errors
- Received employee recognition award for outstanding performance

## LEADERSHIP EXPERIENCE

**SUFFOLK UNIVERSITY GRADUATE STUDENT ASSOCIATION (GSA)**

Boston, MA

*Vice President*

Jan. 2022 - Present

- Implement recruitment strategies and social media campaign to increase membership of the GSA by 10% through recruitment
- Manage 15-person committee working on increasing access to institutional resources for graduate students

**BOSTON CARES PROJECT**

Boston, MA

*Treasurer & Volunteer*

March 2019 – Present

- Oversee the budget for the largest volunteer agency in New England
- Train 150+ volunteers per year to fulfill the project needs of community partners

## SKILLS

**Technical:** Intermediate in Microsoft Word, Excel, Access, PowerPoint; HTML, Slack, SPSS

**Languages:** Spanish (Fluent)

