

| *Education* |

Indiana University
Masters of Public Affairs
May 2016

Purdue University
Bachelors of Arts (Psychology)
December 2010

| *Relevant Work Experience* |

Indiana Youth Services Association

Fund Development Intern

2015- 2016

- ♦ Managed sales aspects of two fundraising events with a profit over \$100,000.00
- ♦ Helped build relationships with community stakeholders to advance the mission and fundraising goals of the organization
- ♦ Maintained over 100 donor records including mailing list through appeals and thank you letters
- ♦ Coordinated, solicited and acknowledged in-kind donations
- ♦ Reviewed and scored six grant proposals
- ♦ Submitted grant applications as outlined in the fund development plan to generate funds
- ♦ Coordinated the design, printing and distribution of marketing and communication materials for development efforts
- ♦ Prepared advertisements or correspondence regarding the organization and its programs

Girl Scouts of Central Indiana

Membership Specialist/Program Facilitator

2011- 2014

- ♦ Administered instructional curriculum for student activity programs to 1,000 girls grades K-12 yearly
- ♦ Corresponded communications between 40 principals and site coordinators annually
- ♦ Organized and manage all aspects of two cookie booth sales with a profit of \$1,000.00

Indiana University Public Policy Institute

Graduate Research Assistant

2014- 2016

- ♦ Data collection and the drafting of reports and briefs
- ♦ Translate informative and engaging reports in an easy-to-understand manner
- ♦ Produce reports, including committee meetings and presentations by leaders in the field and to key audiences

| *Awards* |

The Journey Fellowship for Students

2010

- ♦ Volunteered 150 hours with Boys & Girls Club
- ♦ Attended retreats and trainings that focused on personal and professional development

Education Award (AmeriCorps), After School Achievers Tutor

2009-2010

- ♦ Committed over 1,000 hours in a school year to mentor and tutor refugee and ESL students

| *Skills* |

- ♦ Fluent in Spanish- 13 years of training
- ♦ Microsoft Office and database software proficiency
- ♦ Expert at brainstorming and collaborating
- ♦ Flexible in multiple surroundings
- ♦ Create and administering surveys expertise
- ♦ Capable to audit evaluations & annual reports