

EDUCATION

Lesley University Cambridge, MA
Master of Arts in International Higher Education & Intercultural Relations Expected May 2018

University of Kansas Lawrence, KS
Bachelor of Arts in Linguistics May 2007

RELATED EXPERIENCE

Massachusetts Institute of Technology **Cambridge, MA**
Institute for Medical Engineering and Science 2015—Present
Administrative Assistant II

- Provide support to Dr. James J. Collins and Dr. Alex K. Shalek and their research labs, and departmental support.
- Manage faculty calendars, coordinate domestic and international travel, and track relevant grant submission and reporting deadlines.
- Maintain up-to-date faculty CVs/resumes, bio-sketches (NIH and NSF), and other important documents.
- Create and maintain lab rosters, orientation manuals, and onboarding of new lab members.
- Coordinate all logistics for weekly lab meetings, seminars, and other special events, including the IMES Distinguished Speaker Series.
- Manage appointment requests for lab personnel and submit required documentation for appointment processes.
- Reconcile 40+ monthly account statements across multiple institutions, including approving POs and credit card charges.
- Administrative head of the IMES Faculty Search Committee for 2015-2016 and 2016-2017, responsible for facilitating all committee meetings, candidate interviews and visits, as well as assisting the faculty search chair and the assistant director of IMES to compile the final search report.

International Scholars Office (ISchO) 2014 – 2015
File Clerk

- Organize documentation and maintain records to ensure information is easily retrievable.
- Eliminate outdated or unnecessary documentation, destroying them or transferring them to inactive storage according to file maintenance guidelines.
- Prepare weekly orientation folders and handouts.
- Answer phones and assisting in welcoming new international scholars, registering them, and signing them up for orientation.

Children International **Kansas City, MO**
Bilingual Sponsor Services Representative 2008 – 2014

- Resolve questions, concerns, and complaints for donors.
- Compose and proofread correspondence sent to donors.
- Update donor database, ensuring accuracy of information.
- Screen reports from field offices and disseminate relevant information to donors.
- Collaborate with international staff and donors to coordinate donor visits to field agencies.
- Provide quality assurance and user experience testing for new website designs.
- Contributed to the design and implement of a new employee appreciation program.

VOLUNTEER ACTIVITIES

Friendship Works 2016 – Present
• FriendshipWorks volunteers help elderly and disabled adults with almost anything one friend might do for another. Volunteers and their friends read aloud, go for walks, help get to appointments, visit by phone, and much more.

MIT Women's League Language Partner Program

2016 – Present

- Serving as a language and conversation partner to MIT spouses and partners looking to improve their English language and conversation skills.

SKILLS

Language:

Fluent in Spanish (verbal and written); basic proficiency in Italian (verbal and written); basic reading comprehension of Portuguese.

Computer:

Word, Excel, PowerPoint, FileMaker Pro, Prezi, Coupa, Slack, Skype, Google Hangout, Windows/Mac OS, typing 70 WPM, experience using SEVIS, Ellucian (formerly fsaAtlas), and EISD.