

Analytical and results-driven with a passion for growth and a proven ability to learn new things – quickly adding value and taking on additional responsibility with minimal training or supervision. Collaborative and team oriented. Adaptable and resourceful with a successful track record of managing competing projects and priorities. Skilled communicator across levels. Works well in fast-paced, rapidly changing environments.

Key Skills

- Strong Business Acumen
- Data Driven Decision Making
- Team Work & Collaboration
- Project Management
- Communication
- Data Analysis
- Relationship Building
- Organization & Time Management
- Professional Presentations
- Microsoft Excel, PowerPoint & Word

International Exposure

- **Study Abroad:** National University of Singapore (NUS) | 2015
- NUS is ranked among Asia's top two universities by the QS World University and Times Higher Education World University Rankings
- Took classes in Singaporean history, culture and urban planning
- Enhanced skills related to collaboration and working with people from different cultures, backgrounds and opinions
- Also traveled to Kyoto, Japan to learn about Japanese culture and history

Additional Information

Conversational Spanish Skills
Mastery in playing Cello

Professional Experience

White House Transition Project | Washington, D.C.

Analyst Intern | May 2016 – April 2017

- Conducted statistical analysis and significance testing on polling numbers to identify trends and synergies in data sets; reported findings to the project Director
- Created organizational charts outlining relationships among White House staff in previous administrations; findings were presented to the 2017 presidential candidates to assist in the design and selection of cabinet positions

National Institute of Environmental Health Sciences | Chapel Hill, NC

Research Intern | Summer, 2013 & 2014

- Benchmarked with similar studies to better understand research terminology and methodology before performing laboratory duties
- Conducted animal dissections, tissue sampling and data analysis to determine how two flame retardant chemicals are processed within the body
- Created and presented a poster presentation to a panel of ten Directors

Additional Experience

Carolina for the Kids | Chapel Hill, NC

Finance Chair | April 2017 – Present

- Serve on the Board of Directors alongside major donors, alumni and faculty; collaborate to establish annual goals related to fundraising and investments
- Manage and motivate a 20 person committee; work to align individual areas of strength and interest with organizational initiatives
- Worked with the Executive Director to create the 2017 budget for an organization generating \$X in annual revenue
- Review and approve all purchases made by 15 Executive Board members, 45 Committee Chairs and 400 members; update financial database using QBO accounting software

Corporate Marketing Committee | August 2015 – April 2017

- Contacted high potential donors and existing sponsors; team fundraising efforts resulted in \$X worth of donations to UNC Children's Hospital

Dozen Doughnut Dash Organization | Chapel Hill, NC

Logistics Team Leader | August – October 2014

- Coordinated race-day logistics and volunteer activities for a 450+ person event raising money for the UNC Lineberger Comprehensive Cancer Center
- Increased sponsorships and participation through proactive outreach to the UNC campus and surrounding communities

Education

The University of North Carolina at Chapel Hill

B.A., Economics | May 2017

Chemistry Minor | GPA: 3.7 | Deans List: 2014, 2015 & 2016