

EDUCATION

TEMPLE UNIVERSITY— Fox School of Business, Philadelphia, PA
Bachelor of Management Information Systems
GPA: 4.0
Major: Management Information Systems

Graduation: May 2027

MONTGOMERY COUNTY COMMUNITY COLLEGE

Associate of Science
Associate of Science of Business Administration and Management | Magna Cum Laude

December 2015

EXPERIENCE

TEMPLE UNIVERSITY/CEHD, Philadelphia, PA

March 2023 - Present

Project Coordinator, L.I.F.E. Project

- Perform administrative and logistical support to the Project Director of a teacher development program focused on improving academic outcomes for PreK-4 English Learners from the School District of Philadelphia
- Manage communications, meetings and program activity scheduling, participant applications, enrollments, maintaining confidential information, scholarship/tuition processing, stipend payments, event logistics, and supplies
- Direct complex issues for the L.I.F.E. program, engaging with constituents across the university and outside partners, and developing procedures to insure efficiency and productivity
- Train in logistics and oversee temporary support staff during large events

FREELANCER, Tri-state area

January 2020 - Present

Spanish Interpreter

- Interpret simultaneously and continuously, during assessments for Early Intervention Programs, catering to a diverse range of participants including pre-K and elementary school students, teachers, social workers, psychologists, and counselors
- Deliver in-person and remote interpreting services for Limited English Proficiency families, patients, and professionals in adherence to the Code of Conduct and Standards of Practice for Medical Interpreters, ensuring effective communication and understanding in healthcare settings
- Conduct simultaneous interpretation and sight translation during community engagement events in South Jersey, and the City of Philadelphia, advocating for inclusivity and accessibility for linguistically diverse audiences

NETHERLAND BULB COMPANY, Vineland, NJ

November 2017 - September 2019

Catalog Operations Manager

- Led a diverse team through end-to-end process of NBC catalog creation, from sales analysis to SKU selection and implementation in operational environments.
- Utilized advanced Microsoft Office skills to develop comprehensive reports and presentations for stakeholders, simplifying data-driven decision-making
- Fostered effective communication among team members and stakeholders to maintain alignment throughout catalog creation process
- Demonstrated strong organizational skills in managing timelines, resources, and priorities to meet project deadlines and objectives

ELKINS PARK FAMILY MEDICINE, Elkins Park, PA

February 2015 - October 2017

Insurance Liaison

- Facilitated seamless communication and coordination between insurance companies, medical providers, and patients to ensure quality care delivery and adherence to required quality measures
- Maintained strict compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations, safeguarding patient confidentiality and privacy throughout all interactions and processes
- Built strong relationships and encouraged effective communication with diverse individuals, including patients, medical staff, and insurance representatives to enhance collaboration and achieve shared goals in patient care

RONALD MCDONALD HOUSE, Philadelphia PA

January 2013 - October 2016

Front Desk Volunteer

- Assured an optimal guest experience by implementing streamlined check-in processes, including document evaluation and procedures such as onsite background checks
- Sustained Spanish-speaking families through translation and interpretation services to promote effective communication and confirm comprehension of important information
- Established positive relationships with guests and colleagues, encouraging trust, cooperation, and teamwork

SKILLS

Software: Microsoft Word, Excel, PowerPoint, Google Docs, Sheets, Slides, Forms, MailChimp

Languages: Native Proficiency in Spanish

Certifications: Certified Healthcare Interpreter by the Certification Commission for Healthcare Interpreters (CHI)