

EDUCATION

Florida State University-Tallahassee, FL

May 2022

- Bachelor of Arts: Double Major in English: Editing, Writing, and Media & Public Health
- Minor: Philosophy of Science
- Honors in the Major

HONORS

- Undergraduate Honors Thesis, "Gender Identity, Liminal Spaces: A Study on Gender Identity in Midwest Emo"
- Garnet and Gold Scholar Society Awardee
- Honors Seminar Panel, "Distancing Oneself From A Culturally Carved Voice"
- Dean's List for the College of Arts and Sciences

PROFESSIONAL DEVELOPMENT

AmeriCorps Member: PeakPathfinder

September 2022-Present

YouthPower365-Edwards, CO

- Ushers pro bono, immigration legal clinic by providing technical support and organizes follow-up contact with clients
- Spearheads the improvement, organization, and decoration of an accessible food pantry for middle schoolers and families
- Implements morning and lunchtime board game activities to foster community and connection with and between students
- Constructed an improved academic probation plan that entails setting tangible, weekly goals, tutoring, and homework help

Legal Intern, Receptionist

June 2021-July 2022

Trudy Innes Richardson, PLLC-Tallahassee, FL

- Analyzed financial statements and created work products through Excel for Discovery for mediation and depositions
- Summarized research on family, business, and construction law cases and provided attorney with findings
- Answered client calls and set up consultations and appointments through the Clio Manage and Clio Grow program
- Organized pleadings, attorney notes, LSA's, correspondences, billing documents, and intake forms for hard filing

Executive Manager, *Bare Bones* Documentary Director, Head Interviewer

December 2019-February 2022

Muse Tallahassee-Tallahassee, FL

- Directed and spearheaded creation of a documentary series centered on artists of different mediums in Tallahassee
- Authored contracts for artists and business connections and organized meetings with businesses to ascertain partnerships
- Moderated monthly quarterly evaluations for team members and conducted biweekly check ins for 6 department heads
- Planned and lead 10-20 minute interviews of musicians on the concert lineup during pre-show setup

Head Poetry Editor

August 2020-May 2022

The Kudzu Review-Tallahassee, FL

- Facilitated discussion with poetry editing assistants and oversaw all poetry departments meetings
- Reviewed and edited poetry submissions and collaborated with submitting poets through feedback notes
- Conducted interviews for Masthead positions and trained incoming leaders for the future semesters

EXTRACURRICULAR AND COMMUNITY ACTIVITIES

Outreach Chair, Deputy Secretary-SGA Senior Class Council

August 2021-May 2022

Co-Founder, Legal Liaison-Down to Live Entertainment, LLC

March 2021-March 2022

Member, Mock Trial Participant-Phi Alpha Delta Pre-Law Fraternity

August 2020-May 2022

Historian-Public Health Organization

August 2020-May 2022

Member, Freshman Leader Cohort, LEAD Awardee-Asian American Student Union

August 2018-May 2022

Legal Intern-Scharmatt, Inc.

October 2019-May 2022

Writing Intern-Cat Family Records

August 2019-May 2022

Writer-mp3 MAG

August 2019-May 2020

CERTIFICATIONS AND TRAINING

*Youth Mental Health
Standard Precautions*

*Injury Prevention
Emergency & Disaster Preparedness*

*Recognition and Reporting
Mentorship Training*