

Austin, Texas

PROFILE: Proven high energy, highly motivated student with leadership and teamwork experience. Proven track record in organizational management, multi-tasking, and effective mentoring.

SKILLS: Excellent communication skills, both oral and written. Able to speak in front of a group, engage in dialogue and utilize written communications skills to produce positive results. Strong analytical skills with an ability to understand critical issues. Comfortable in a dynamic, fast paced environment that includes frequent travel. Ethical, team-oriented, problem solver, innovative, creative, resourceful and results oriented.

EDUCATION

St. Dominic Savio Catholic High School, Austin, TX

Expected graduation: May 2024

- **GPA:** 98.2
- **Relevant Coursework:** Biology AP, Calculus AB AP, World History AP, Spanish 4 AP, Art History AP, Art 1, Interior Design, Culinary Arts, Communications, Leadership
- **Honors:** School Ambassador, Student Orientation Assistant, Peer Assistance Leadership and Service (PALS), Senior Class Parliamentarian, School District Student Representative, Student Translator, National Spanish Honor Society
- **Clubs:** Student Government, Coalition of Clubs, Key Club, Fellowship of Christian Athletes (FCA)

MAJOR ACHIEVEMENTS

PALS

PALS Campus Leader

2018 - Present

- Responsible for coordinating middle school campus visits
- Accountable for PALS students attending each campus visit

Student Government

Senior Class Parliamentarian

2018 - Present

- Work with other Senior class officers to coordinate events throughout the year
- Deliver student body speech at graduation

Prom Committee Chair

2018 - Present

- Coordinate Prom Committee meetings for Junior/Senior Prom
- Responsible for event coordination, including music, food, and theme

St. Leo Church

Faith Sharer

2017 - 2018

- Helped Freshman Catholic students through the process of confirmation

- Prepared and presented a skit and speech based on the Faith

Cutting Edge

Administrative Assistant

2018 - Present

- Office duties include: inputting and filing invoices, as well as tagging and organizing merchandise
- Accountable for coordinating, packaging, and shipping client gifts, as well as office shipping

ADDITIONAL SKILLS

- Well versed in QuickBooks and Sage Marketing Software
- Proficient in iMovie and iPhoto software in Mac
- Fluent in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- National Hispanic Recognition Scholar in 2019
- National Merit Commended Scholar in 2019
- Inducted into the National Honor Society in 2017
- Inducted into the National Spanish Honor Society in 2016
- 3rd place finish in the Georgetown/Eastview High School Tennis Tournament in 2016