

Administrative & Operations Assistant | Documentation · Calendaring · Legal & Research Support

## EDUCATION

University of Texas – Austin, TX | **B.A. International Relations & Anthropology, Honors** · May 2025

- Certificate in Native American and Indigenous Studies · GPA: 3.96

**Russian Language Immersion** – Bishkek, Kyrgyzstan · Spring 2024

- Completed 15-credit program with full academic/cultural immersion (advanced proficiency)
- Conducted supplemental English instruction at the International University of Kyrgyzstan via host family connection

## EXPERIENCE

Confoe – Austin, Texas

September 2022 - May 2025

### Operations Assistant

*Confoe is a small firm providing operational support and consulting to semiconductor, solar, and capital equipment clients.*

- Managed 20+ recurring workflows using calendar and deadline systems
- Processed confidential client documents using Acrobat and Excel, reducing document errors and supporting compliance efforts
- Managed 100+ client and contract records in Excel and Smartsheet, improving access speed and team coordination

University of Texas – Multicultural Engagement Center – Austin, Texas

January 2022 - August 2022

### Program Coordinator (Event & Tribal Engagement)

- Directed \$2K cultural event for 100+ attendees, coordinating 5+ stakeholder groups while honoring tribal engagement protocols
- Drafted, tracked, and submitted approval documentation for university and tribal partners, ensuring procedural compliance
- Monitored timelines, task ownership, and resource allocation using Google Workspace and Excel

IDEAL Immigration – Washington, D.C.

October 2020 - August 2021

### Policy & Outreach Intern

- Created structured database of 100 U.S. Senators' immigration positions, used in legal lobbying briefs and strategic outreach
- Drafted meeting summaries, legislative updates, and internal briefing documents from 10+ stakeholder sessions
- Conducted professional outreach to public officials and organizations, increasing visibility for immigration reform initiatives

Independent English Language Instructor – Guayaquil, Ecuador

May 2023 - August 2023

### Hosted at Universidad Politécnica Salesiana

- Taught 20+ students using self-developed CEFR B2 curriculum, improving class pass rate and learner confidence
- Developed lesson plans, assessments, and feedback systems aligned with CEFR standards and learner proficiency benchmarks
- Adapted instruction across linguistic and cultural contexts without formal institutional support

## PROJECTS & RESEARCH

Capstone: Sino-Russian Strategic Alignment under China's Belt and Road Initiative

Fall 2024

- Conducted multilingual source analysis to assess the BRI's impact on China–Russia geopolitical dynamics
- Produced a 25-page original analysis with policy insights, integrating IR theory and multilingual source triangulation

Historical Research: Shoal Creek Historical Marker Project

Fall 2022

- Led original archival research on early Austin settlers; findings led to official city recognition via historical marker

## SKILLS & CERTIFICATIONS

- **Experience:** 2+ years in administrative, operations, and legal-adjacent support
- **Certifications:** Contract Law – HarvardX (2025) | HIPAA Privacy & Security – Accountable HQ (2025)
- **Operations & Documentation:** Calendar coordination, internal documentation
- **Data & Workflow Systems:** Spreadsheet automation, version control, secure recordkeeping, intake system design
- **Research & Analysis:** Multilingual source evaluation, structured verification, editorial synthesis
- **Software & Tools:** Excel (formulas), Smartsheet, Adobe Acrobat, Google Workspace, Microsoft Office
- **Languages:** English – Native | Russian – Advanced (CEFR B2+) | Spanish – Basic (currently refreshing)