Organized, Task-Oriented, and Driven woman. Educated in Children’s ministry (Shepherd Church) and in beginners graphic design. Energetic, Caring, with excellent Communication skills. Very adaptive in team environments.

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| EDUCATION |

Bachelor of Science, Business Administration, with a concentration in Marketing Management, Biola University, Expected December 2025

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| COMPETENCIES |
| Relevant Courses  | * Intro to Marketing, Business Analytics, Promotions, Business Satistics, Accounting I and II.
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| Leadership | * Publicity and Media of High School ASB, High School Cheer Captian 3 out of 4 years. Vice President of Student Counsel sophomore and junior year.
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| Skills | * Knows way around in Adobe InDesign, Illustrator, and Photoshop. Proficient in social media content. Co-Host of Spotify Podcast.
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| Event Planning | * Organized and Creative Event Planning Senior on the head student leadership.
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| EXPERIENCE |

Receptionist/ Personal Assistant, Re/Max One, Northridge, California, June 2021-July 2021

* Duties included organizing, filing, answering phone calls, and opening/closing.

***Shepherd Kids Intern, Shepherd Church, Northridge, California, June 2022-August 2022***

* Worked actively in the church setting up weekly plans for children’s ministry as well as being a lead in a room full of 3-4 year olds, as well as hosting story time once a month.
* Worked with team of heads of ministry to improve all around work environment, as well as services for the kids.

***D-Group Leader Volunteer, Shepherd Church, Northridge, California, February 2020-May 2022***

* Counseled and led a group of younge women through a bible study, while playing an active role in their lives as a mentor, continuiously still keeping in touch with most girls. Worked with other mentors as a team to help make ministry better.

***Choreography Volunteer, Shepherd Church, Northridge, California, Spring 2022***

* Helped young children learn dance rountine together once a week until performance day, when they went on stage with the rest of the children and performed for the entire church.

***Marketing Assistant, Heritage Christian School, Northridge, California, Spring-Summer 2023***

* Worked under Marketing Director to help with smaller tasks as well as brainstoriming creative ideas for the school’s Marketing Department. Learned Adobe skills and produced drafts for media for the school.

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| AWARDS & RECOGNITION |

* Volunteer Scholarship, Shepherd Church
* Provost’s Academic Scholarship, Biola University