

Graduating Senior

Dallas, TX | 214.867.5309 | senior@udallas.edu

Summary

Bilingual Politics major with one year of paralegal experience and prior experience in campaign work and community advocacy. Skills include:

- Spanish Proficiency
- Written & Verbal Communication
- Research & Documentation
- Legal Database Software: PracticePanther, Cleo

Education

Bachelor of Arts - Politics, Spanish Concentration

May 2021

University of Dallas, Irving, TX

- GPA: 3.6, Honor Roll
- Study abroad: Rome, Italy, Fall 2018 (Rome Scholarship recipient)

Relevant Work Experience

Bilingual Assistant, Abigail Law Firm, Irving, TX October 2019 – Present

- Translate meetings with Spanish-speaking clients, translate documents and statements
- File court documents, return phone calls, and confirm appointments

Volunteer, North Texas Dream Team Action Committee, Dallas, TX February 2019 – May 2020

- Represented Dream Team at town hall on behalf of undocumented bilingual teachers facing deportation
- Met with field director for Congressman Martin to discuss immigration reform
- Volunteered at DACA and “Know your Rights” forum to educate general public about immigration policy

Intern, David Murray for Texas State Representative, Plano, TX March 2018 – May 2019

- Assisted with voter outreach including door-to-door canvassing and phone banking
- Promoted principles of individual freedom and civic/personal responsibility to constituents
- Leveraged bilingual ability when talking to Spanish-speaking individuals by phone

Additional Work Experience

Marketing Intern, University of Dallas Admissions Office, Irving, TX June 2020 – Present

- Perform first screening of college applications, follow up phone calls, send mailings, and conduct campus tours

Staff Writer & Layout Design, The University News, Irving, TX Fall 2017 – Fall 2019

- Place stories, pictures, and advertisements in preparation for publication
- Write stories relevant to campus news including presidential inauguration, campus traditions and housing

Volunteer Service

Alternative Spring Break Volunteer, University of Dallas Campus Ministry, Kansas City, MO Spring 2018, 2020

- Traveled to locations in crisis in conjunction with various nonprofits to assist in relief efforts
- Volunteered with different non-profits around New Orleans, LA through Camp Restore
- Worked in wetland restoration, animal shelter, low-income charter school, ARC recycling
- Assisted with residential property repair work for families in crisis and served at local food pantry