

## WORK EXPERIENCE

### **Webselenese** Remote

August 2022 – August 2023

#### *Writer and Chat GPT prompt creator*

- Wrote engaging articles on healthy meal delivery services and wellness to drive traffic reader engagement.
- Developed and optimized ChatGPT prompts to produce high-quality AI-generated content.
- Conducted in-depth research and competitor content analysis to ensure unique, high-value content.
- Researched and compared top meal delivery services, tailoring content for various lifestyles and dietary needs.
- Integrated AI-generated insights to enhance content quality and streamline the writing process.
- Produced detailed and data-driven reviews reviews to help consumers make informed decisions about meal delivery options.
- Applied keyword research and SEO best practices to improve content visibility and organic reach.

### **Customer Focused Strategies (CFS)** Remote

February 2022 – October 2022

#### *Freelance Executive Byline Writer*

- Researched and wrote high-quality content on complex topics, including Web3, cryptocurrencies, AI advancements, and green technology, ensuring accuracy and industry relevance.
- Transformed technical topics into clear, engaging, and authoritative content tailored to executive voices and strategic messaging.
- Adapted writing style to match diverse executive voices while maintaining clarity, professionalism, and thought leadership.
- Consistently delivered commissioned content on time while meeting client expectations and maintaining high editorial standards.

### **CATBOTICA NFT Company** Remote

January 2022 – June 2022

#### *Personal Assistant to CEO and Blog Curator*

- Repurposed YouTube video content into SEO-optimized blog posts, aligning written content with brand messaging and audience engagement strategies to enhance visibility and reach.
- Created clear, structured content from CEO meeting notes, ensuring key action items were communicated to team leads.
- Facilitated content planning and cross-functional collaboration by managing schedules and coordinating high-level meetings.

### **Lab49** New York, NY

December 2019 – May 2020

#### *Recruiting Coordinator*

- Designed and implemented a remote interview process using Zoom and Microsoft Teams.
- Developed and implemented an interview scheduling process for the India recruiting team and candidate pipeline.
- Scheduled remote and onsite interviews, and candidate feedback sessions for offices in New York, Washington, D.C., and India.
- Managed high-volume candidate flow of candidates from 9 recruiters, ensuring a seamless interview experience for recruiters and candidates, from initial screening to onsite meetings.
- Partnered with recruiters to enhance candidate experience and set clear expectations throughout the interview process.
- Tracked and coordinated interviews with offsite interviewers engaged in client projects.
- Oversaw interviewer training from shadowing sessions to independent interviewing.

### **Cravath, Swaine & Moore LLP** New York, NY

March 2017 – October 2019

#### *Pro Bono Coordinator*

- Managed and screened all pro bono case inquiries, resolving issues or redirecting them as needed.
- Coordinated attorney-client meetings, including scheduling and travel arrangements for attorneys and external clients.
- Collaborated with Partners, Associates, and referral organizations to recruit and staff new pro bono matters.
- Prepared monthly, quarterly, and annual reports for review by partners and referral organizations.
- Ensured data accuracy by maintaining and updating the firm's pro bono database in real time.

#### *Legal Administrative Assistant*

- Managed and redirected incoming calls, mail, and correspondence to ensure efficient attorney-client communication flow.
- Accurately prepared and processed attorneys' billable hours and expense reports in a timely manner.
- Maintained associates' daily calendars and coordinated complex travel arrangements through internal and external agencies.
- Organized internal meetings, including scheduling conference rooms, arranging meals, and managing external attendee access.
- Drafted and proofread correspondence, including letters, memos, reports, and confidential documents.

**Aquagrill** New York, NY

February 2014 – January 2016

**Floor Manager**

- Trained and supervised a host team of 5-7 employees, overseeing scheduling, OpenTable management, administrative tasks, and professional development before and during service hours.
- Collaborated with cross-functional teams, including co-managers, servers, and chefs, to optimize seating arrangements and ensure efficient service flow.
- Managed high-volume operations, handling 225–250 reservations and walk-ins nightly, with celebrity and high-profile clientele.
- Operated multi-line phone lines during service while prioritizing front-of-house operations and seating flow.

**LLM Youth Center** New York, NY

September 2010 – July 2012

**Program and Events Coordinator**

- Designed and led young-adult evening programs, including weekly open mics and ballroom dance socials.
- Managed volunteer coordination and event registration for large-scale events, such as galas and annual sports festivals, with 700–1,000 attendees per event.
- Supervised and directed a team of 10–15 volunteers to ensure seamless execution of weekly evening programs.
- Provided guidance and support to youth program participants, addressing personal concerns and finding positive solutions.

**EDUCATION**

**Masters of International Relations**, *Certificate in International Law*, March 2018

**Bachelor of Arts in Political Science, Philosophy and Psychology Minors**, December 2016

**Academic Honors:**

- Full scholarship for MA
- Graduate Research Assistant during MA
- *Magna Cum Laude* 3.9 GPA (cumulative)
- University Honors Society member
- National Political Science Honors Society “Pi Sigma Alpha” member
- Dean’s Academic Honors List 3 years during BA

**SKILLS**

- Limited proficiency in Spanish (lived in Mexico 1 year)
- Asana, Slack, Discord, Grammarly, Google Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams), Zoom, Adobe Photoshop and Lightroom, Lever Applicant Tracking System
- Certified Vinyasa and Hot Vinyasa Yoga Instructor with 200 hours training
- SSI Certified Freediver - Level I, II, and Masters
- Red Cross certified Lifeguard and CPR Administrator
- Vocalist, poet, songwriter, creative writer