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## EDUCATION

### University at Buffalo, The State University of New York

Bachelor of Arts, December 2014

Degree GPA: 3.950/4.0

Degree Honors: Summa Cum Laude

Major: Social Sciences Interdisciplinary with Highest Distinction

Sub Plan: Health and Human Services/Early Childhood Education

Minor: Sociology

### The Hebrew University of Jerusalem, Rothberg International School, Jerusalem, Israel

Study Abroad, January 2014 – July 2014

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## WORK EXPERIENCE

### TxMQ Enterprise Staffing & Solutions

October 2014 - Present

Associate Manager of Operations

April 2015 - Present

- Establish best practices for the company in all major work areas; responsible for the management, planning, and coordination of company staff, and operating units; provide technical, functional and operational expertise in department and practice work policies and procedures, including development of said policies and procedures; review, recommend, and amend methods to make daily operations more efficient; understand compliance landscape, internal, as well as in terms of the company's practice areas; assure client satisfaction through strong organizational and project management roles

Administrative & Accounting Assistant

October 2014 – April 2015

- Provided support and assistance to administrative team to organize and develop internal processes and procedures; created and distributed outbound invoices to clients and reconciled inbound invoices; facilitated human resource responsibilities including consultant/client onboarding and offboarding; initiated company wide newsletter and launched a monthly "Lunch & Learn" program

### Temple Beth Zion, Buffalo, NY

August 2010 - Present

5th Grade Language Teacher, August 2012 - Present

- Created and executed a self-made curriculum and worked closely with special education teachers to foster successful inclusion of students with disabilities into classroom activities; communicated weekly with parents through email and telephone calls; spearheaded and advised the first student-run school newspaper

1<sup>st</sup> and 2<sup>nd</sup> Grade Language Enrichment Teacher, August 2010- May 2012

- Introduced 15 students to the foundations of a new language through play and child-directed learning

### Campus Living, University at Buffalo

August 2012 - December 2013

Resident Advisor

- Assisted and advised incoming freshmen throughout their transition to campus; collaborated with 18 co-workers to create over 7 student centered programs per semester; developed a safe and positive living environment for students and staff; responded to emergency situations and facilitated conflict resolution between residents

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## ACTIVITIES

### Annual Running of the Bulls Mock Trial Tournament, University at Buffalo

August 2012 – December 2013

Tournament Coordinator

- Oversaw entire event organization and planning including the facilitation of 4 instructional sessions to coach volunteer judges on proper coaching technique; collaborated with the tournament director to recruit over 60 local attorneys to volunteer as judges; successfully led efforts to secure community support and sponsorship to cover 100% of tournament costs thereby increasing club's budget by 75%

### Mock Trial, University at Buffalo

August 2011 - December 2013

A-Team Captain, August 2012 - May 2013

- Educated and trained a team of 11 student attorneys and witnesses to be successful at competing level; captained the first team in several years to pass beyond the American Mock Trial Association's Regional Competition and attend Opening Round Championship Series

Team member, August 2011 - May 2012

### Pisgat Ze'ev High School, Jerusalem, Israel

January 2014 - May 2014

Volunteer in English as Second Language Classroom

- Maintained a healthy and conducive learning environment by offering positive guidance and support; responded to students with behavioral challenges and various learning abilities by modeling the use of proper English in small groups and one on one sessions; adapted to a non-English speaking classroom and worked with limited resources in a challenging environment

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## **AFFILIATIONS**

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<b>Project Management Institute (PMI)</b>	<b>January 2015 - Present</b>
<b>National Residence Hall Honorary, Mary Gollivan Chapter</b>	<b>August 2012 - May 2014</b>
<b>Residence Hall Association</b>	<b>August 2011 - May 2014</b>