

EDUCATION

Rochester Institute of Technology

Saunders College of Business – AACSB Accredited
Accelerated Master's in Business Administration

Rochester, NY

Expected May 2025

Rochester Institute of Technology

Saunders College of Business – AACSB Accredited
Honors Bachelor of Science in Management Information Systems
Minor: American Sign Language and Deaf Culture

Rochester, NY

May 2024

GPA: 3.640

SKILLS

Technical: MS Excel, MS Access, VS Code, Python, Salesforce

Language: English, American Sign Language

EXPERIENCE

RIT Housing — Rochester Institute of Technology

Rochester, NY

Assignment Assistant

June 2024 - Present

- Responsible for processing and coordinating room change requests. Requires collaboration with Residence Life, Housing Facilities and FMS.
- Manage the Double-as-Single Initiative to generate revenue while providing an enhanced customer experience.
- Create detailed occupancy and assignment reports.
- Assist with the under-occupied process by creating space lists and reviewing space closures & notes.

RIT Orientation — Rochester Institute of Technology

Rochester, NY

Development Orientation Coordinator

November 2023 – June 2024

- Develop and implement the training and supervision of 160+ student leaders.
- Responsible for the selection and hiring process for the Orientation Leadership Team and the Orientation Leaders.
- Collaborate with a team to plan, organize, and successfully execute RIT Orientation

RIT Housing — Rochester Institute of Technology

Rochester, NY

Student Ambassador Manager

August 2023 – June 2024

- Presents the Housing Tours to incoming and prospective students.
- Handles the walk-ins that came into the office, answering any questions they may have, escalating the case as necessary.
- Organize and distribute marketing materials for events and presentations.
- Create student schedules in conjunction with direct supervisor.
- Train new hires in the office on the policies and procedures of RIT Housing

RIT Housing— Rochester Institute of Technology

Rochester, NY

Summer Conference and Event Manager

May 2022 – August 2022

- Responsible for overseeing the daily operations of the Conference Housing Assistant staff.
- Coordinated with the Assistant Director with all summer student residence hall assignments, room changes, check-ins, and check-outs.
- Maintained StarRez registration portal for conference registrations.
- Served as a liaison with RIT Dining Services, Public Safety, Facilities Management Services Residence Life, and Government and Community Relations

PROJECTS

- **Business Plan Development:**
 - Created product idea and business plan for mobile app.
 - Constructed application mockups using Xcode
 - Identified, documented, and tested strategies to reach target market.
 - Pitched idea to panel of faculty "investors".
- **Farmer's Market Feedback Survey:**
 - Conducted survey, analyzed results, presented recommendations.
 - Tagged and categorized open responses, mapped breakdown of all response types, charted results.
 - Formulated plan to respond to feedback.

ACTIVITIES/INTERESTS

- RIT Honors program: Delegate on the Honors council and Chair of Service and Leadership Committee
 - Plan and execute social events to build a community of Honors Students
 - Offered potential solutions to the identified weaknesses in the Program during group discussion sessions.
 - Organizes service events for Honors Students to get involved in and give back to the RIT and Rochester community
- Boy Scouts of America – Eagle Scout