

<b>EDUCATION</b>	<b>Drake University</b> <b>Bachelor of Science in Business Administration</b> <ul style="list-style-type: none"><li>• Management Major</li><li>• Graduation date: May 2017</li><li>• 2017 Adam's Leadership Academy Graduate</li></ul>
<b>PROFESSIONAL EXPERIENCE</b>	<b>Coopera – Client Relations Associate</b> <i>June 2017 - Present</i> <ul style="list-style-type: none"><li>• Lead the Coopera Advisory Group functions, objectives and facilitate meetings</li><li>• Track the internal workflow to ensure deadlines are met by enhancing team communication</li><li>• Manage the operation of the Warren Morrow Hispanic Growth Grant</li></ul> <b>Coopera – Project Assistant</b> <i>September 2016 – May 2017</i> <ul style="list-style-type: none"><li>• Coordinated and researched product enhancement and development</li><li>• Documented and improved business processes</li><li>• Created a client profile tool to increase client satisfaction by documenting their preferred practices</li></ul> <b>American Friends Service Committee – Administrative Legal Assistant</b> <i>June 2013 – August 2016</i> <ul style="list-style-type: none"><li>• Welcomed and assisted 25-50 clients on a weekly basis</li><li>• Planned and managed annual legal clinics for 350 applicants</li><li>• Trained volunteers and team members on legal clinic processes</li></ul>
<b>LEADERSHIP EXPERIENCE</b>	<b>Drake Student Senate – Equity and Inclusion Senator-at-Large</b> <i>May 2016 – May 2017</i> <ul style="list-style-type: none"><li>• Implemented the strategic plan for the academic year and retained participation and enthusiasm</li><li>• Managed a committee of 13 multicultural organizations with more than five members each</li><li>• Founded Bystander Prevention Week along with a series of events to raise awareness on campus</li></ul> <b>UNITY Roundtable – Chair</b> <i>May 2016 – May 2017</i> <ul style="list-style-type: none"><li>• Organized, prepared, and led bi-weekly meetings</li><li>• Oversaw and guided the efforts of 13 multicultural organizations</li><li>• Counseled Drake's administration to effectively address the concerns of multicultural students</li></ul> <b>La Fuerza Latina – Founding Member and President</b> <i>January 2014 – May 2017</i> <ul style="list-style-type: none"><li>• Persuaded over 275 students to sign a referendum in the course of 48 hours</li><li>• Managed a budget of \$8,750 for the 2016-2017 academic year</li><li>• Supervised both board and general members to ensure our objectives were accomplished</li></ul> <b>Latina Leadership Initiative – Participant</b> <i>August 2014 – April 2015</i> <ul style="list-style-type: none"><li>• Developed networking, management, and leadership skills</li><li>• Drove the donation drive as part of my role in the management team for Prom for Pearls</li><li>• Learned to build strategic partnerships with stakeholders, community leaders and cohort members</li></ul>
<b>Awards</b>	2016 Passport to Prosperity Honoree Des Moines Register's 15 Watch in 2015
<b>Speaking Engagements</b>	CUNA – America's Credit Union Conference The Future is Female Summit Simpson College Latin American Studies Dialogue Series Iowa International Center's Dialogue: Out of Harm's Way Iowa's Mosaic Diversity Conference 2015 Iowa School Counselor Association Conference
<b>Publications</b>	The Huffington Post: <i>To My Undocumented Friend, You Are Here To Stay</i> The New York Times: <i>American Dreamers: Kenia Calderon</i> Des Moines Register: <i>Four years after DACA, our fight is not over</i>