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**Education**

**Virginia Tech-School of Public and International Affairs**

August 2019-May 2023

Master of Public Administration

- Arlington Campus Representative, Student Government Assembly
- Member of the Transparency Subcommittee of Virginia Tech Sexual Violence Culture and Climate group

**James Madison University**

Bachelor of Science, Sociology

August 2016-May 2019

- Head of the Logistics Committee, the Big Event – student-run day of service
- Lead Coordinator, Seasonal Alternative Break Program
- Member, Gamma Sigma Sigma Service Sorority

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**Professional Experience**

**Arlington County Public Schools and Loudoun County Public Schools**

**Northern Virginia**

*Substitute Teacher*

October 2019-Current

- Craft lesson plans to deliver to students across subjects and grade levels.
- Provide engaging and interactive classroom instruction to improve student outcomes.
- Produce summary classroom reports to teachers to ensure smooth transition between learning sessions.

**Department of Justice**

**Washington, D.C.**

*Pathway Student Trainee- Administrative Support Assistant*

February 2023-March 2023

- Establish and maintain paper and electronic files, revise, and dispose of files in accordance with governing regulatory procedures.
- Perform office automation duties and help prepare a variety of memorandums, letters, forms, or other documents.
- Assist attorneys with legal research using Lexis databases.

**Girl Scouts of the Colonial Coast**

**Chesapeake, VA**

*Summer Camp Assistant Director*

June 2022-July 2022

- Assist and manage the coordination of entire operations of the summer camp program.
- Supervise and train the summer camp staff and conduct frequent staff meetings.
- Develop and oversee the creative programs to ensure we are incorporating the weekly themes and organized the games and decoration of main lodge and dining hall ensuring everything was done on time and within budget.

**RespectAbility**

**Rockville, MD**

*National Fellow*

February 2021-August 2021

- Researched Congressional legislation to share with government relations professionals.
- Created databases containing state and local government contact information for staff.
- Updated and contributed to voter guides for gubernatorial election in Pennsylvania and New Jersey and assisted voters with disabilities receive voting information.
- Received the Disability and Inclusion Advocacy Certificate.

**The Office of Congresswoman Elise Stefanik (NY-21)**

**Washington, D.C.**

*Legislative Intern*

October 2020- November 2020

- Supported legislative staff by researching various, current policy issues.
- Handled constituent correspondence over the phone and via mail using the Internet Quorum (IQ) database.
- Assisted staff with casework involving Social Security Disability Insurance and Veterans Affairs.

**The Office of Congressman Tom Reed (NY-23)**

**Washington, D.C.**

*Legislative Intern*

May 2020-August 2020

- Compiled local and national news stories to deliver daily press clips to Congressional staff.
- Handled constituent correspondence over the phone, in person, and via mail using the IQ database.
- Conducted research on rural broadband, state taxes, small business and Covid related issues and presented findings to Congressional staff

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**Personal/Volunteer Experience**

- Featured in [Fox News](#), [Daily Mail](#), and other international publications regarding my self-transformation journey. 2020
- Volunteer, Boys and Girls Club of Rockingham County. 2018
- Volunteer, AmeriCorps National Civilian Community Corps 2010