

## EDUCATION

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**Southern Methodist University** Dallas, TX  
**Cox School of Business** *Bachelor of Business Administration, Finance* May 2020  
**Dedman College of Humanities and Sciences** *Bachelor of Art, Anthropology*  
**Dedman College of Humanities and Sciences** *Minor, International Studies*  
**Meadows School of the Arts** *Minor, Creative Computing*  
GPA: 3.7/4.0  
Honors: BBA Scholar, Deans' Scholar, Hamilton Scholar

## PERSONAL STATEMENT

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Monica is passionate about finding new ways to incorporate her academic studies into community service. Her experiences have allowed her to develop cross-cultural communication and adaptive organizational skills. Her goal is to leverage her skills to innovate traditional business systems to be sustainable.

## EXPERIENCE

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**Southern Methodist University** Dallas, TX  
*Operations Management Teaching Assistant* August 2019- Present

- Taught and led tutoring sessions for over 50 students on operations management including linear programming and optimal scheduling
- Supported Dr. Angelika Leskovskaya on managing the grades of over 50 students through gradebook software and resolved student concerns over incorrect grading

*Anthropology Research Assistant* August 2019- Present

- Awarded Hamilton Scholarship to work with Dr. Maryann Cairns on anthropology research about the impacts of the fashion industry on the environment
- Assessed human interaction with clothing through transcription and coding of interviews and investigated the interpretation of sustainability in the fashion industry

*Cox Career Management Center Peer Coach* August 2019- December 2019

- Guided 20 students of the Cox School of Business weekly through job recruitment process through individual meetings to discuss resume composition and interviewing strategies
- Collaborated with staff of the Cox Career Management Center to organize and analyze student success rates in full time and internship employment

**J.P. Morgan Chase** Dallas, TX  
*Private Wealth Management Summer Analyst* May 2019- August 2019

- Received full time offer as one of four out of an intern class of eight and received positive feedback from managing director for strong attention to detail and problem solving
- Assisted 25 investors as the first intern to serve the investments desk by completing tasks in response to client request including analyzing the success of investment strategies

**Perot Museum of Nature and Science** Dallas, TX  
*Evaluation Intern* September 2018 – January 2019

- Performed data management of over 100 participant information for two research products led by cultural anthropologist and director of evaluations, Dr. Rose Jones
- Conducted statistical analysis of data collected on visitor experience and response to new exhibit hall concerning climate change

**Expando Global** Prague, Czech Republic  
*Intern* May 2018 – June 2018

- Supported the marketplace specialist in responding to client requests and technical support correspondences from 10 different businesses
- Formatted, input, and maintained over 500 product data points for small and medium sized businesses entering the international e-commerce space

**Deloitte Services, LP** Dallas, TX  
*Pioneer Intern* June 2017 – July 2017

- Organized accounting data for two audit teams in the healthcare and consumer product industries using Microsoft Excel and AuditSystem
- Engineered a standardized well-being network that connects 100s of employees to wellness resources and ambassadors within the firm

## LEADERSHIP AND ACTIVITIES

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**Consult Your Community** Dallas, TX  
*Co-Founder of SMU Chapter* January 2018 – Present

- Spearhead relationship with local businesses to receive 100 hours of pro-bono strategy work and leads teams of six students, who are chosen over an extensive interview process
- Oversee the creation of SMU chapter with the national Consult Your Community group which mobilizes students in over more than 25 universities across America

**Mustang Heroes** Dallas, TX  
*Trip Leader* December 2016 – Present

- Coordinate with local non-profit, Promise of Peace, to organize consistent bi-weekly service trips with 10 students to assist with garden maintenance
- Created recognition program to identify and showcase dedicated student volunteers in coordination with organization executive team

**SMU in Taos**

*Resident Assistant*

Dallas, TX

August 2019- August 2019

- Devised weekly events to engage a diverse campus of 60 students with a team of two other resident assistants through the coordination of staff and faculty members
- Assisted in the streamlining of student conduct procedure and contributed to planning efforts for future class session at the SMU in Taos campus

**SKILLS, ACTIVITIES & INTERESTS**

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**Technical Skills:** Microsoft Excel Core Certified, Adobe Premiere, Processing, Maya

**Additional Activities:** Alpha Kappa Psi, Armentrout Reading Group, Collegiate Consulting Academy

**Interests:** Ballroom/Swing dancing, Gardening, Computer graphics, Traveling

**Study Abroad Experience:** SMU in Spain, SMU in Prague Internship, SMU in Oxford