**Diana Mendez**

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**EDUCATION**

**Pace University Lubin School of Business** New York, NY Expected: May 2015

*Bachelor of Business Administration* in International Management

*Bachelor of Arts in Sociology/* Anthropology *Dual Degrees*

**Study Abroad**:

Richmond International University of London in Florence – American Institute for Foreign Study, May 2013-June 2013

**Awarded:**

Jefferson Awards for Public Service Pace Bronze Medal Award Winner 2014- 2015

*Champion based on personal, sustained commitment to service, and for the model of spirit and service provided the university community.*

**RELATED EXPERIENCE**

*Intern,* **Office for Student Success at Pace University**, New York September 2014- Present

* Apply my own student involvement knowledge to situations and solutions
* Research which programs and ideas would best suit the Pace community
* Construct projects and plans for student outreach and engagement
* Set goals to accomplish per semester and evaluate the pros and cons of certain student programs

*Intern,* **ALSAC St. Jude Children’s Research Hospital**, New York September 2014- December 2014

* Compiled donors list from pervious events and current programs and provide excellent service for donors
* Integrated ideas for best results at fundraising events and festivities that will engage donors and other participants
* Marketed the organization to donors and potential partners for overall company profile
* Prioritized projects according to event dates and workload

*Day Care Intern,* **Cross Continental,** Puerto Lopez, Ecuador May 2014- June 2014

* Constructed in major projects for the center due to lack of resources and inexperienced staff members
* Developed learning activities for children of various ages and children with special needs
* Organized potential funding for future growth and daycare expansion

*Operations Intern,* **Success Academy Upper West,** New York, NY February 2014- May 2014

* Organized and coordinate master Scholar file and develop project ideas for scholar activities
* Helped facilitate events and mandate scholars
* Administered duties of absent supervisors

*Intern****,* Latino U College Access,** White Plains, NY July 2013- September 2013

* Assisted with organization for events and sessions/ help and facilitate and present presentations
* Discussed college preparation with students and parents in English and Spanish
* Successfully reached out to Pace administrators and directors to provide office space for the organization
* Wrote proposals and articles for organization expansion

*Student Aide,* **Pace University Press**, New York, NY February 2012- May 2013

* Supervised office and department’s emails and take care of customer orders electronically
* Tracked orders through computer program utilizing Quicken
* Managed mailing books for customers and companies and create annual sales report

*Human Resources Intern,* **Berdon LLP,** New York, NYSeptember 2012- December 2012

*Peer Leader*, **Challenge to Achieve Program at Pace University,** New York, NY September 2012- December 2012

*Orientation Leader*, **Student Development & Campus Activities**, New York, NYMay 2012- August 2012

**LEADERSHIP EXPERIENCE**

*Board Member***, Women’s Empowerment Network,** New York, NY July 2013- Present

*Student Representative***, Student Experience Action Team (S.E.A.T),** New York, NY March 2014- Present

*Change Leader***, Oxfam America’s Change Initiative Program,** Boston, MA July 2013- December 2014

*Participant***, Global Peace Convention 2013,** Kuala Lumpur, Malaysia December 2013- December 2013

*Delegate***, Model United Nations**, New York, NY September 2013- December 2013

**SKILLS**

**Computer:** Microsoft Word, Excel, PowerPoint, Quicken

**Languages:** Fluent in Spanish, Beginner in Portuguese and French