

PROFESSIONAL EXPERIENCE

Shelter Services Coordinator | American Bar Association - ProBAR Children's Project

July 2018 – Present

Harlingen, TX

- Coordinate and assign Children's Project shelter services, including primarily legal orientation and legal screenings, at local immigration detention facilities within time mandated by current funding contracts.
- Develop and maintain stakeholder relationships in order to facilitate shelter services, including documenting current conditions in facilities.
- Maintain accurate, detailed confidential records for every child in federal custody.
- Assist with regular training of detention facility staff as to Children's Project services, and attend regular local stakeholder meetings.

Unaccompanied Children Legal Services Specialist | American Bar Association - ProBAR Children's Project

July 2017 – July 2018

Harlingen, TX

- Conduct legal screenings in Spanish with detained immigrant children to create a compelling narrative of a child's life on behalf of ProBAR attorneys. Children's ages range from infants to seventeen.
- Provide in-depth Know Your Rights Presentations in Spanish to detained minors about deportation proceedings, immigration court, and their rights while in the United States.
- Communicate with detained children's sponsors to ensure their understanding of critical local non-profit attorney information.

INTERNSHIP EXPERIENCE

Immigration Paralegal Intern | Law Offices of Johanna M. Herrero

January 2017 – May 2017

Boston, MA

- Perform case research, draft briefs, and prepare legal filings.
- Provide attorneys and paralegals with English/Spanish translations and administrative support.

Education Intern | PPF Gandhi

February 2016 – July 2016

Valparaíso, Chile

- Design and implement court-mandated workshops on communication skills for at-risk children and teens.
- Create lesson plans, conference with students, write detailed reports on students' progress for the head psychologist.

Communications Intern | Chrysalis – Startup Incubator

August 2015 – December 2015

Valparaíso, Chile

- Execute study and analysis of all startups within the organization; final project used to evaluate the success of all startups.
- Promote individual startups with different media sources including social, digital, and print media.

Communications Intern Supervisor | Congressional Fellow, U.S House of Representatives

May 2015 – August 2015

Kansas City, Missouri

- Manage all interns, including weekly progress reports, assignment of tasks, and supervision of special projects.
- Facilitate communication between constituents and the Congressional office, including case work, phone calls, and in-person meetings.
- Plan and execute special events for Congressman, including contacting media outlets to promote events.

EDUCATION

Bachelor of Arts, Wellesley College | GPA 3.76

September 2013 – May 2017

Wellesley, MA

- Major: Spanish; Minor: Economics

Universidad Católica de Valparaíso

July 2015 – September 2016

Valparaíso, Chile

SKILLS

Oral and written fluency in Spanish; Experienced in analytical research; Persistent and resilient in achieving desired outcomes; Strong professional writing; Diplomatic communication abilities; Takes initiative to learn and grow in professional duties; Competent in PC and Mac platforms; Skilled in Microsoft Office (Excel, Word, PowerPoint)