

Paula Mora

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PROFESSIONAL PROFILE:

- Proficient in Microsoft Office systems, Visio, ImageNow, PantherSoft
- Excellent at organization, communication, and multi-tasking
- Highly experienced in Human Resources, customer service and working with a team
- Fluent in English and Spanish, intermediate level Portuguese

EDUCATION:

Florida International University, Miami, Florida

Bachelor of Arts in International Relations, Political Science Minor, May 2017, *Cum Laude*

- European and Euro-Asian Studies Certificates
- Latin American and Caribbean Studies Certificate
- Dean's List: Fall 2015, Spring 2016, Summer 2016, Fall 2016, Spring 2017

Universidad Autonoma de Madrid, Madrid, Spain

Bachelor of Arts in International Relations, Political Science Minor

- Semester Study Abroad: Spring 2015

EXPERIENCE:

PortMiami

Business Development Intern

January 2017 – May 2017

- Research and analyze PortMiami trading data
- Create country statistic profiles for top 50 trading partners
- Assist in monthly Perishables Committee meetings
- Provide administrative support to the Director of Business Development with day-to-day operations

Miami-Dade Mayor's Office

Executive Internship

January 2017 – May 2017

- Participate in weekly meetings with Miami-Dade County directors and leadership
- Assist in the logistics of YOU Program – Youth Outreach Unit program for at-risk youth

Florida International University

Human Resources Student Assistant

November 2013 – Present

College of Business, Dean's Office

- Prepare employee reports and manage COB Directory updates
- Assist in COB onboarding logistics: Student Assistants, Temporary Employees, Visiting Scholars
- Handle Adjunct paperwork and foresee initial and existing Adjunct processes
- Update monthly Employee Headcount Report
- Send out monthly employee birthday ecards
- Update and create COB Org charts
- Maintain COB Human Resources logs, files and archives
- Assist with the creation and logistics of Employee Recognition Programs
- Manage yearly New Faculty Orientation, United Way fundraiser, and annual events logistics
- Assist in the maintenance of employee immigration files
- Screening, interviewing and onboarding for potential candidates
- Provide administrative support to the Human Resources department, including filing, mailing, photocopying, and placing supply orders

Global Ties Miami

Intern

January 2016 – May 2016

- Assist in the creation of programs for Department of State's International Visitor Leadership Program

- Research and identify local non-profit organizations and government agencies as prospective program resources
- Generate and format local program itineraries
- Communicate with professional program resources to provide up-to-date information, verify participants' information, confirm meetings, and obtain meeting directions
- Prepare information and program packets for visitors
- Assist with preparation of cultural activities, volunteer information and program packets
- Update and prepare visitor tracking report, constant contact, and other databases

Colombian American Chamber of Commerce Intern October 2015 – December 2015

- Manage memberships for local and international businesses
- Assist with event logistics
- Assist the Department of International Trade and Development

Lime Mexican Grill, FL Waitress February 2013 – November 2013

- Serve customers with a friendly and attentive attitude
- Maintain cleanliness and organization in the restaurant
- Demonstrate mastery of money management by expertly working the register

Gloria Romero-Roses Congress Campaign, FL Intern June 2012 – August 2012

- Door to door canvasser, influence community members to vote on congressional elections for Florida's 26th Congressional District
- Manage pledge information, contributions, and data entry
- Assist phone bank, call voters in the community to inform them about the elections

LEADERSHIP EXPERIENCE:

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|---|----------------|---------------------------|
| • U.S. National Commission UN Women FIU | Treasurer | Fall 2016 – Present |
| • PorColombia FIU Organization | Vice-President | Summer 2015 – Summer 2016 |
| • PorColombia FIU Organization | President | Summer 2014 – Spring 2015 |
| • PorColombia FIU Organization | Vice-President | Fall 2013 - Summer 2014 |

AWARDS:

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|---|-----------|---------------------------|
| • FIU Global Learning Medallion | Recipient | Spring 2017 |
| • National Conference for College Women Student Leaders Scholarship | Recipient | Spring 2017 |
| • FIU Student Employee of the Year Award | Nominee | Spring 2016/Spring 2017 |
| • Bright Futures Scholarship | Recipient | Summer 2013 – Spring 2017 |
| • FBLA National Conference 1 st Place winner | Recipient | Summer 2012 |
| • FBLA State Conference 1 st Place winner | Recipient | Spring 2012 |

ACTIVITIES:

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|---|--------|-----------------------|
| • American Association of College Women | Member | Summer 2017 – Present |
| • U.S. National Commission for UN Women | Member | Summer 2016 – Present |
| • AIESEC FIU | Member | Summer 2016 – Present |
| • PorColombia Student Organization FIU | Member | Summer 2013 – Present |