

KEILYN (KIKI) NUNEZ

Philadelphia, PA

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EDUCATION

The Pennsylvania State University

Bachelor of Science in Psychology, GPA 3.64

Expected Graduation: May 2024

EXPERIENCE

Relationship Management Intern

June 2022 – August 2022

Lincoln Financial Group

Virtual

- Reviewed existing firm Scouting Reports on Salesforce and worked with account managers to provide updates
- Identified tools and resources for report creation with relationship management counterparts
- Applied skills and knowledge acquired in a communicating for results workshop

Resident Assistant

August 2021 – Present

Penn State Residence Life

University Park, PA

- Build a strong community that exemplifies respect and responsibility within the residential environment for 60 first year students
- Serve as a helping agent for residents with academic, personal, and social matters within the limits of his/her training and capabilities, and serve as a resource and referral agent

Facility Attendant

January 2021 – Present

Campus Recreation Inmatural Building

University Park, PA

- Multi-task in a fast-paced environment with excellent interpersonal skills by attending calls and providing great customer service in the facility
- Maintain knowledge of Campus Recreation facilities policies, programs, and services to provide information for patrons and guests

Human Resources (HR)/Corporate Communications (CC) Intern

May 2021 – July 2021

Passage Bio

Virtual

- Created scheduling for prospective candidates with interview staff to assess potential
- Tracked CC and HR data and metrics and updated metric reports
- Researched, wrote, proofread, and provided input for a variety of internal employee communications

Advanced Facilitator

January 2020 – May 2021

World in Conversation

University Park, PA

- Facilitated weekly small group discussions with 6-10 participants focused on effective communication and critical thinking around relevant social issues
- Prepared participants for structured dialogue by helping them examine their sociological worlds
- Guided group to critically reflect and examine a social topic through diverse perspectives

New Student Orientation Leader

May 2020 – April 2021

Student Orientation and Transition Program

University Park, PA

- Cooperated with Student Orientation and Transition Program's professional staff to adapt in-person-orientation into a virtual format to welcome and orient 16,500 students
- Educated incoming students on campus policies by organizing sessions that unconsciously applied the Chickering Theory and Transition Model
- Led conversations about campus resources, diversity and inclusion, drugs and alcohol, and sexual assault

INVOLVEMENT

- Lion Ambassadors
- Thon Rules and Regulations Committee
- Zeta Tau Alpha
- Philadelphia Futures
- Thon Special Events Committee

January 2022 – Present
October 2021 – Present
February 2021 – Present
August 2015 – Present
October 2020 – February 2020

SKILLS & AWARDS

Languages | Fluent in Spanish and Italian

Microsoft Excel | Certificate for excellence in Excel knowledge

- Lenfest Scholar
- Bunton Waller Scholar
- Comcast Leaders and Achievers Recipient
- Dean's List

July 2020
March 2019 – Present
March 2019 – Present
May 2019
Spring/Fall 2020, 2021