

Victoria G. Vena

3814 47th St. NW, Washington, DC 20015 (908) 797-4337 vv0969a@american.edu

EDUCATION

American University, School of Public Affairs (SPA), Washington, DC May 2021
Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics, and Government
Bachelor of Arts in Public Health
Honors: 3.4/4.0 GPA, SPA Leadership Program: Public Health and Policy

Ridge High School, Basking Ridge, NJ June 2017
Honors: 3.6/4.0 GPA, Founder of Mental Health Club, Varsity Volleyball, Honor Roll

EXPERIENCE

Desk Receptionist, **East Campus Residences**, American University January 2018-present

- Ensure the safety and protection of students residing in the East Campus Dormitories
- Create temporary key cards, receive and distribute packages, and check student identification

Policy Intern, **Addiction Policy Forum**, Washington, D.C. January 2018-present

- Attend committee hearings on Capitol Hill in order to track legislative intentions
- Thoroughly read news sites (Axios, Bloomberg, POLITICO, etc.) daily to look for new developments in the fight against the opioid epidemic
- Complete all assigned administrative tasks efficiently and effectively

Member, **SPA Leadership Program**, American University August 2017-present

- Selected to study and develop leadership skills through advanced practical training and by implementing a social action project in the public health and policy discipline

Member, **American International Relations Society**, American University August 2017-Dec 2017

- Participate in weekly discussions, panels, and debates designed to encourage greater engagement with global issues

Babysitter, **Independent**, Basking Ridge, NJ January 2012-August 2017

- Demonstrated initiative by providing additional services: laundry, cooking, cleaning, driving
- Preserved a calm and friendly attitude in stressful, fast paced circumstances

High School Aide, **Aftercare Program**, Liberty Corner Elementary School March 2016-June 2017

- Assisted elementary aged children with basic math, science, and language arts homework
- Resolved disputes between children through mediation and compromise

Cashier, **Shop Rite**, Bernardsville, NJ July 2015-February 2017

- Informed customers about products, sales, promotions, and company policies
- Managed hundreds of dollars in credit, debit, and check transactions daily

Tutor, **Independent**, Basking Ridge, NJ September 2014-June 2015

- Transferred organizational and study skills to student
- Supported child academically in homework, projects, and test preparation

CAMPUS AND COMMUNITY SERVICE

Member, **Phi Alpha Delta**, American University January 2018-present

- Attend weekly Chapter, membership meetings, recruitment activities, and philanthropy events
- Participate in enrichment activities involving applying to law school and the practice of law

Member, **Sigma Kappa**, American University January 2018-present

- Attend weekly Chapter, Promise Meetings, recruitment activities, and philanthropy events

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- Participate in the Sigma Kappa Scholarship program

Tutor, D.C. Reads Program, American University October 2017-present

- Reported to CentroNia in Columbia Heights to tutor children
- Administered help with language arts and developing reading comprehension skills to students K-5 based off of a specific DC curriculum

Member, Kennedy Political Union, American University September 2017-present

- Coordinate day-of logistics for political speakers lecturing on campus
- Promote political speakers coming to campus using Facebook, Twitter, Instagram, and email

Cook, Ronald McDonald House Charities, Washington, DC August 2017-present

- Communicate with program assistant about dates, times, and food
- Delegate tasks to 8 members to ultimately provide meals to guests staying in the house
- Grocery shop and cook breakfast, lunch, or dinner for 25 people and sanitize kitchen when done

Head Youth Coordinator, Community in Crisis, Basking Ridge, NJ February 2014-August 2017

- Promoted to Head Youth Coordinator after 3 months
- Recruited energetic youth ready to actively engage in the fight against opioids and heroin

Founder, Mental Health Club, Ridge High School, Basking Ridge, NJ November 2013-June 2017

- Negotiated with the local Board of Education about school involvement
- Pursued solutions to different health problems troubling teens in the community
- Educated members of the community about mental health issues facing high schoolers today

Model, All Sizes Fashion Show, NEDA December 2014-February 2015

- Scheduled times for models to try on dresses
- Modeled a dress in the fashion show

Special Project, Meals on Wheels, Basking Ridge, NJ February 2015

- Arranged 3 Valentine's Day card-making sessions
- Facilitated the creation of over 100 Valentine's Day cards and dropped them off at the Meals on Wheels to help combat depression in the elderly

Cook, Habitat for Humanity, Union County, NJ October 2011-October 2014

- Cooked food during Union County Police Department's Annual Habitat for Humanity project

SKILLS

- *Microsoft*: Word, Powerpoint, Excel
- *Google*: Gmail, Drive, Docs, Slides, Sheets, Calendar
- StatCrunch: software program for data analysis