

Victoria G. Vena

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EDUCATION

American University, School of Public Affairs (SPA), Washington, DC May 2021
Bachelor of Arts in Interdisciplinary Studies: Communications, Law, Economics, and Government
Honors: 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

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

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

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, **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
- Cook breakfast, lunch, or dinner for 25 people and sanitize kitchen when done

Head Youth Coordinator, **Community in Crisis**, Basking Ridge, NJ December 2013-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

SKILLS

- *Microsoft*: Word, Powerpoint, Excel
- *Google*: Gmail, Drive, Docs, Slides, Sheets, Calendar