

# Maria Camila Cepeda Cuellar

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## EDUCATION

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### The Pennsylvania State University College of the Liberal Arts

Bachelor of Arts in International Politics, Minors: French, Russian and Economics

#### Academic Honors

Dean's List: Spring 2019

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## LEADERSHIP

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### University Park Allocation Committee

*Allocating Sub-Chair*

- Chair the meetings between requesters and the UPAC committee
- Supervised committee discussions and allocation decisionsConducted interviews to hire a new advisor for the organization
- Evaluate addendum requests with the Leadership Team
- Enhance organizational performance by identifying and discussing issues with the Leadership Team to implement changes and strategies

University Park, PA  
04/2019- Present Day

### University Park Allocation Committee

*Member*

- Cooperated in a team of 5 people to allocate \$4.5 million budget of the student initiated fee to student organizations
- Reviewed 45 applications per semester and met with applicants to clarify the organizational needs before allocating the funds according to established guidelines
- Documented the minutes of meetings to have a public record of allocation decisions

University Park, PA  
08/2018- 04/2019

### Latino Caucus

*Vice-President of Finance*

- Planned and advertised fund-raisers
- Developed and presented proposals to apply for funding at various departments and offices on campus
- Managed a \$3,500 budget
- Increased organizational budget by \$4,000
- Budgeted for the programs and the events of the organization

University Park,PA  
08/2018-04/2019

## WORK EXPERIENCE

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### The Nittany Lion Inn

*Hostess*

- Greet, acknowledge and escort guests to tables, or communicate delays and offer additional services such as beverages to keep them occupied while waiting
- Walk through dining room during service to assess service needs and ensure guest satisfaction
- Collaborate with managers and hosts during busy football weekends to coordinate efforts and provide excellent customer service

University Park, PA  
07/2019- Present Day

## VOLUNTER EXPERIENCE

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### New American Pathways

*Alternative Breaks Volunteer*

- Went on a week-long trip to Atlanta to learn how a not-for-profit helps immigrants become autonomous in the U.S.
- Actualized the inventory of donations for immigrant mothers and their children

Atlanta, GA  
03/2019- One week

### Volunteer Service

*Group Leader*

Leader responsible of a volunteer group of 5 people that collaborated with a governmental organization whose objective was to help underage girls with drug addiction.

- Collaborated with the organization to provide 25 girls the opportunity to engage in fun and healthy ways
- Taught English
- Supervised every activity to ensure it was done properly and safely
- Coordinated the group member's efforts to prepare the activities

Bogota, Colombia  
08/2015-12/2015

## SKILLS

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- Language: Spanish/English (Bilingual), Spanish (Native speaker), French (Intermediate)
- Computer: Microsoft Word, Microsoft Excel, Power Point