

MARIA PAULA ELIZONDO

melizond@alumni.nd.edu • (858)539-3133

Current address: 6240 W 3rd St Apt 406 • Los Angeles, CA • 90036

Permanent address: Fuente de Poseidón 235 pte. • Los Mochis, Sin. • 81 223 México

EDUCATION

University of Notre Dame, Notre Dame, IN May 2010
Bachelor of Business Administration, Management Entrepreneurship GPA 3.289/4.0
Supplementary Major: Peace Studies
Honors: Dean's List two semesters: Spring 2006, Fall 2006.
Trinity College Dublin, Dublin, Ireland Summer 2007

EXPERIENCE

City Year (AmeriCorps) August 2010-June 2011
Corps Member Los Angeles, CA

- Tutored and mentored 9th grade at-risk students in five English classes in an effort to improve their course performance, attendance, and behavior.
- Coordinated first annual after school High School festival that drew 140 students to engage in field day activities.
- Designed and executed branding initiatives to increase brand awareness at the high school level.
- As Behavior Coordinator, developed and implemented behavior management strategies for the after school program for students in grades 3rd to 8th, while offering homework help and facilitating lessons on social justice.
- Served as liaison with Hispanic families by introducing them to City Year's work in the school, as well as translating documents and parent-teacher conferences.
- Launched first annual recreational basketball tournament for High School students.

Take Ten Violence Prevention Program Fall 2007-Spring 2009
Team Manager South Bend, IN

- Coordinated and monitored the implementation of the program in 1-2 schools per semester, communicating with the Project Coordinator, other Team Managers, and the schools' Principals, Sponsors, Teachers, Team Leaders, and Volunteers, regarding the way the program was executed.
- Semi-annually recruited college students to volunteer for the program for at least a semester.

Volunteer Fall 2006 – Spring 2010

- Taught non violent conflict resolution skills to at risk children and teenagers in low-income schools to foster a violence-free learning environment and equip students with better communication and inter-personal skills.

European Commission Representation in Ireland Summer 2008
Intern Dublin, Ireland

- Acquired specialized knowledge and practical experience of European Union policies and the mission, rules, procedures, and activities of the Commission, especially within the field of the Directorate General Communication.
- Prepared reports on the Representation's functions for online publication, edited a resource pack for teachers, and placed orders for promotional items.

Mendoza College of Business Fall 2007 – Spring 2008
Tutor Notre Dame, IN

- Taught "Statistics for Business & Economics" to sophomore business students.

University of Notre Dame Women's Boxing Club Fall 2007
Member, Best Attendance Award winner 2007 Notre Dame, IN

- Fought in Baraka Bouts, the annual charity Women's Boxing Tournament.
- Planned a fundraiser dance to benefit Missions in East Africa and Bangladesh that included a campus-wide marketing strategy.

SKILLS

Business: Case Analysis, Project Management, Problem Solving, Developing Business Plans and Customer Needs Assessments.

Language: Bilingual, Spanish (native language) and English.

Computer: MS Word, MS PowerPoint, MS Excel, and MS Project. Exposure to HTML, Macromedia Dreamweaver 8, and MS Access.

Other First Aid and CPR Certified

WORK AUTHORIZATION

US Citizen— Dual citizenship in the United States and in Mexico.