## **Tamara Schexnider**

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**Education**

**Northeastern University** **Boston, MA**

*Candidate:* Bachelor of Science in Economics *GPA: 3.8 / 4.0*

*Expected Graduation:*  *December 2024*

*Relevant Coursework:* Statistics, Econometrics, Money & Banking, Public Finance, Programming with Data, Introduction to Computer Science

*Extracurricular Activities, Leadership and Awards*: Dean’s List, EconPress Editor-in-Chief, Sustainable U Productions member, Kappa Alpha Omicron member (Interdisciplinary Environmental Honor Society)

**Experience**

**Northeastern University, ECONPress** **Boston, MA**

*Editor-in-Chief* *September 2023 - Present*

* Coordinate research submissions and determine which submissions get published
* Communicate with authors about editing process and prepare papers for publication
* Oversee the editing progress of other editors of the journal
* Administer the EconPress semesterly journal and ensure timely publications

**Northeastern University, College of Social Sciences and Humanities, Dean’s Office**  **Boston, MA**

### *Administrative Assistant* *September 2022 - Present*

* Expedite research and administrative duties for 9 staff, faculty and associate deans
* Perform routine clerical tasks such as photocopying, processing mail, welcoming visitors
* Support preparations for the College’s events, such as the Huntington 100

**Tours by Isabelle**  **New Orleans, Louisiana**

*Executive Assistant and Social Media Manager* *June 2020 - Present*

* Generate logistics of tours by making reservations, planning itineraries, and contacting clients
* Regularly share engaging content on Louisiana culture, history, and current events on Instagram, Facebook, and X
* Monitor engagement metrics and interact with followers in a timely manner

### WorldPackers, Backpackers Al Katre Hostel Córdoba, Spain

### *Volunteer* *May 2023*

* Ensured hospitality, customer service, and translations between international guests
* Assisted with routine hostel responsibilities and maintained orderliness of communal areas

**Skills**

**Computer:** MS Word, Excel, Canva, Python

**Languages:** Advanced French, Advanced English, Intermediate Spanish

**Interests**: Language and Cultural Exchanges, Calligraphy, Martial arts, Volunteer Travel, Sustainability

*References available upon request*