

AUBRIANA BUSBY

RICHMOND, TX 77407
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SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office, data entry, social media (Facebook, Instagram, Twitter, YouTube, etc.)
- Excellent organizational, analytical, customer service skills, and time management skills
- Developed strong teamwork, time and project management and leadership experience working in various organizations on and off campus
- Bilingual in Spanish with experience in translation and interpretation

EDUCATION

The University of Oklahoma | Norman, OK May 2017
Bachelor of Arts in Spanish

University of Alcalá | Alcalá de Henares, Spain Fall 2016
Study Abroad Program

EXPERIENCE

College Success Advisor II – CollegeCommunityCareer | Stafford, TX June 2018 – Present

- Help low-income, first-generation high school students receive admission into four-year university and receive bachelors degree
- Teach classes of 20+ students and help them through college application process
- FAFSA/TASFA knowledge
- NCAA Clearinghouse Specialist
- Translate documents and PowerPoint presentations into Spanish
- Financial Aid and other presentations in Spanish for Spanish-speaking families
- Send quarterly newsletters to donors and sponsors
- Present our program and other material to outside sources

Bilingual Engagement Specialist – FEMA | San Antonio, TX November 2017 – May 2018

- Took phone calls from Puerto Rico and Houston disaster survivors in Spanish
- Made applications for each survivor and assigned it to proper department
- Monitored previously filed Disaster Relief applications and escalated it to proper department

Head Resident Assistant - OU Sooner Upward Bound | Norman, OK May 2015 – July 2016

- Mentored 35+ socioeconomically disadvantaged high school students from Oklahoma City
- Implemented group activities on OU's campus
- Trained 6+ resident assistants concentrating on procedures, work culture, and development of customer service while sustaining personal and professional relationships

Attendance Monitor | Norman, OK August 2014 – December 2015

- Ensured student athletes were in class
- Light paperwork and clerical duties
- Abided by all NCAA Regulations

Finish Line | Norman, OK June 2014 – May 2016

- Advised customers regarding selection of shoes, apparel, and accessories
- Sales associate/POS experience

Receptionist - OU Academic Advising Resource Center | Norman, OK March 2013 - August 2014

- Managed high volume of phone calls, booked appointments, and greeted clients
- Executed clerical duties within department for employees of 10+ including mailing, copying, and filing

Campus Operator/IT Specialist - University of Oklahoma | Norman, OK

September 2012 - May 2014

- Provided full range of student services and technical support to students and general public by responding to inquiries and requests for information and assistance
- Offered preventative maintenance, generated and recorded proper documentation for equipment repairs

TRANSLATIONS

- *¡Khaliah, para!*

August 2017