

# Wesley Career

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**EDUCATION**      **Wesleyan University**, Middletown, CT      May 2002  
Bachelor of Arts in Government  
Coursework: Politics of the Legal System, Industrial Management and Non-Profit Organizations

**EXPERIENCE**      **Westchester Medical Center, Institute for Human Development**, Valhalla, NY  
*Administrative Assistant to Dr. Maritza Molina*      Summer 2001

- Confirmed appointments, performed and implemented all administrative functions in the Outpatient area for WIHD, and operated multiple telephone lines.
- Coordinated with other Medical Center divisions to ensure optimum delivery of patient services.

**Morgan Stanley Dean Witter & Co.**, New York, NY  
*Summer Intern*      Summer 1999, Winter 1998, Summer 1998

- Assisted writers in the marketing department with day-to-day activities.
- Confirmed proofs on articles.
- Researched inventory on Prospectus semi and annual reports and updated files accordingly.
- Reviewed billing reports received from accounts payable.
- Occasionally assisted the sales department with shipments and operated multiple telephone lines.

**Morgan Stanley Dean Witter & Co.**, New York, NY  
*Summer Intern*      Summer 1997

- Assisted the lawyers in the legal department with the transition of Funds to multi-class Status.
- Updated inventory to adequately incorporate the new classes.

**ACTIVITIES**      **Student Judicial Board**, Wesleyan University  
*Chair*      Fall 2000 Present

- Facilitate board meetings for review of university or student complaints and either schedule a judicial hearing or assign the case to mediation.
- Lead judiciary hearings and oversee primary adjudication of all alleged violations of the Code of Non-Academic Conduct.
- Ensure that proper university judiciary procedure is maintained and that each student receives a fair trial by their peers.

**Kappa Alpha Psi Fraternity Inc.**, Wesleyan University  
*Vice Polemarch*      Spring 1999 Present

- Coordinate activities, facilitate meetings, and organize community involvement for the Nu Psi chapter at Wesleyan University.
- Represent Kappa Alpha Psi as the primary spokesman for the Nu Psi Chapter in meetings of Wesleyan University's Greek council.
- Communicate and work with other Wesleyan fraternities in organizing community service, social and maintaining positive relationships and open communication with the university administration.

**Annie Fisher School**, Hartford, CT  
*Tutor and Mentor*      Spring 2001 Present

- Mentor students in the Hartford community at the Annie Fisher School and provide guidance on dedication to education and how to strive for success.

**SKILLS**      Computer: Lexis-Nexis, Microsoft Power Point and Word, Typing WPM: 50, West Law, HTML