

Amanda Quintino dos Santos
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EDUCATION

College of the Holy Cross, Worcester, MA Expected May 2024
Bachelor of Arts, Sociology; Concentrations: Peace and Conflict, Latinx and Caribbean Studies
GPA: 3.47/4.0
Relevant Coursework: Women and Law, Drugs in the Americas, Psychology and Law, Mediation: Theory and Practice, Children and Violence
Westborough High School, Westborough, MA June 2020

WORK EXPERIENCE

Legal Intern, **Working Solutions Law Firm**, New York City, NY May 2023-Present

- Handle client intake and onboarding processes, scheduling, and paperwork
- Blog on current employment law legislation, news, and evergreen content
- Support in administrative tasks and data mining
- Translation and interpretation service as needed

Fitness Monitor, **Holy Cross Office of Campus Recreation**, Worcester, MA Fall 2021-Present

- Foster an inclusive and welcoming environment for all
- Ensure building and equipment policies are followed
- Aid in set-up and assist in exercise classes, programs, and services offered

Mentor, **The Odyssey Program**, Worcester, MA Summer 2021-Summer 2023

- Provided guidance, support, and mentorship to incoming first-year students
- Created and implement workshops, community building, and residence hall programming

Paraeducator, **WECC Extended School Year**, Westborough, MA July 2021-August 2022

- Provided direct intensive behavior support for children with developmental disabilities
- Followed and implemented ABA techniques in accordance to IEP and BIP

ACTIVITIES & SERVICE

Mediator, **Mediation Team**, College of the Holy Cross Fall 2023-Present

- Placed 7th individually and 8th in team at International Intercollegiate Mediation Tournament
- Lead and guide parties through the mediation process
- Analyze and synthesize case materials and party sentiments

FCC Compliance Officer, **WCHC 88.1FM**, College of the Holy Cross Fall 2021-Present

- Prepare necessary documentation for Federal Communications Commission licensing
- Bring awareness and manage violations of the Commission's rules
- Maintain open communication with the Office of Student Involvement

Chair/Witness Captain, **Mock Trial Team**, College of the Holy Cross Fall 2020-Fall 2023

- Prepared case materials and rhetoric for openings, closings, directs, and crosses
- Ran witness preparation for plaintiff and defense

Volunteer, **Claremont Academy**, Worcester, MA Fall 2020-Winter 2022

- Mentored and supported recently immigrated high school students
- Engaged in live translation of classes and translation of course work for English language learners

Athlete, **NCAA D I Women's Rowing Team**, College of the Holy Cross Fall 2020-Fall 2021

- Spent 30+ hours a week training while simultaneously taking a full course load
- Attended and engaged in team meetings and events

SKILLS

Computer: SPSS, Microsoft, Clio, Pro Tools, Adobe Creative Cloud, PACER
Languages: Portuguese (Native), Spanish (Fully Proficient), French (Proficient)