

SOFIA PEDROSO

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 Boston

PROFILE

I'm a Miami native, born in Cali, Colombia with Cuban roots. I speak Spanish fluently. I'm detailed-oriented and a multi-tasker. I'm a leader, but I'm collaborative. I like fast paced and dynamic work environments.

EDUCATION

BACHELOR'S OF
SCIENCE IN
INTERNATIONAL
RELATIONS

Boston University
2014 - 2018

SKILLS

// PROFESSIONAL

Team building
Campaign organizing
Web design
Researching
Problem solving

// TECHNICAL

Microsoft Suite
Google Suite
HTML
CSS
JavaScript

SOCIALS

Twitter
@sofiapedroso
LinkedIn
Sofia Pedroso

PROFESSIONAL EXPERIENCE

Fellow Leader/Fellowship Coordinator *Setti Warren's Campaign for Governor / Boston / January 2018 – Present*

I served as the manager of five organizing fellows and as the coordinator for the 2018 summer fellowship program.

- Organized and sent daily briefings to the team on the agenda of the day as well as the statuses of the applicants
- Reviewed, screen, and processed applications of 50 students
- Coordinated schedules, led weekly team meetings

Campaign Fellow and Liason for Latinos for Setti *Setti Warren's Campaign for Governor / Boston / September 2017 – December 2017*

After being a summer intern for four months, I became a fellow, and was one of the founders of Latinos for Setti.

- Identified strong supporters and built volunteer and caucus teams
- Organized a fundraiser with Team Setti and Boston's Latino community which raised \$5,000
- Planned and executed the Headquarters Office Grand Opening

Campaign Intern *Setti Warren's Campaign for Governor / Boston / June 2017 – September 2017*

- Researched specific turfs and created trackers for local elections and events for the candidate
- Made 200-400 volunteer recruitment calls weekly
- Led several phone banks and canvassing events

Office Administrator *GSL Properties / Miami / Summer 2012 – 2017*

GSL Properties is a real estate firm located in Miami. During the summers I serve as the office administrator.

- Streamlined tax preparation for upcoming tax season
- Created a filing system and made appointments with clients

EXTRA CURRICULAR ACTIVITIES

Member and Certified Tour Guide *Boston University Admissions Student Diversity Board / Boston / Fall 2014 – May 2018*

Student organization working with Admissions Department to increase enrollment of Black, Hispanic, Pacific Islander and Native American students at BU.

- Led special group tours for inner-city students visiting BU's campus
- Hosted prospective students

Dean's Host *BU College of General Studies / Boston / Jan 2015 – September 2016*