

Sophie Braga de Barros

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EDUCATION

The Ohio State University, Columbus, OH **May 2019**
Master of Arts in Higher Education and Student Affairs

University of Miami, Coral Gables, FL **May 2017**
Bachelor of Science in Communication
Majors: Journalism, Latin American Studies | Minor: Human and Social Development
Summa Cum Laude

EXPERIENCE

College of Education and Human Ecology, Columbus, OH **January 2018 – Present**
Teaching Assistant for ESHESA 2570 – Team and Organizational Leadership

- Familiarize myself with leadership development theory to be able to teach the content of the class
- Create lesson plans with instructor
- Serve as co-instructor for undergraduate leadership classes
- Grade class assignments

Student Life Off-Campus and Commuter Student Services, Columbus, OH **August 2017 – Present**
Graduate Administrative Associate

- Facilitate communication between professional staff and 37 student staff members
- Contribute to the progress of all department projects and engagement initiatives that target 16,000 off-campus students and 30,000 commuter students
- Assist with professional development and supervision of five student management members
- Supervise Veteran Community Advocate and Marketing/Web Teams
- Planning Committee Member for ITGA 2018 Conference

TEDxUMiami, Coral Gables, FL **April 2016 – May 2017**
Co-Executive Director

- Aid in re-installment of TEDxUMiami organization at the University
- Work with Co-Executive Director to supervise a Board of 7 Directors and 30 general members
- Oversee the planning, execution and evaluation stages of a day-long TEDx event on campus.
- Fundraise \$30,000 for the execution of the event

Department of Student Activities and Student Organizations, Coral Gables, FL **June 2016 – May 2017**
Student Assistant

- Assist with daily administrative tasks, such as managing the Department's email, landline and interacting with customers
- Updated the university's Student Activities Handbook, a document used by the 250+ student organizations on campus
- Digitally Archived student organization documents dating from the 1930s to the present day
- Represent the Department in involvement fairs

University of Miami Hurricane Productions Programming Board, Coral Gables, FL **August 2016 – May 2017**
Vice Chair of Public Relations

- Manage social media pages for HP and monitor social media platforms for the 7 committees
- Create and publicize weekly event newsletters
- Meet with 7 marketing chairs to plan marketing strategies
- Support the Executive Chair in any needed tasks

Executive Chair

August 2015 – May 2016

- Coordinate Co-Sponsorship requests for HP, General Body meetings, Executive Board Meetings, and act as a representative for HP when contacting university administrators
- Oversee 7 programming committees and their respective chairs, along with 35 committee executives and their general body members.
- Oversee the implementation of over 250 events per year and manage a budget of \$700,000.00

Department of Orientation, Coral Gables, FL

Program Coordinator

October 2015 – October 2016

- Planned and implemented Fall and Spring Orientation sessions and events, welcoming over 2000 incoming students and their families.
- Selected and trained about 100 Orientation Fellows and 16 Orientation Leaders
- Planned and implemented Family Weekend, a weekend consisting of sessions and events to welcome about 500 family members.

Orientation Leader

November 2015 – September 2016

- Welcomed incoming Spring class and work with a group of 30 students to help them settle into the university
- Oversaw 8 Orientation Fellows during Fall Orientation
- Helped Orientation staff and Program Coordinators welcome over 2000 incoming students and their families
- Staff during Family Weekend

Orientation Fellow

December 2014 – August 2015

- Worked with a floor of 40 incoming students and welcome them to the university
- Took students to sessions and facilitate small group discussions and ice breakers
- Volunteered as staff during Family Weekend

ACTIVITIES & HONORS

- University of Miami President's Scholarship
- Clinton Global Initiative University Commitment Maker Spring 2015
- NASPA Undergraduate Fellowship Fall 2015 – May 2017
- University of Miami Iron Arrow Spring 2016
- NASPA Undergraduate Fellowship Capstone Scholarship Spring 2016
- Dugy Leadership Institute Summer 2017

AREAS OF EXPERTISE

- Student Development
- Student Activities
- Orientation
- Off-Campus/Commuter Student Services
- Advanced in Portuguese, Spanish and English; Proficient in French

PRESENTATIONS

- Braga de Barros, S., Renfro, R. & Reyes, S. (2016). From Trash to Treasure: Exploring Campus Traditions. Presented at the 2016 South Regional NACA Conference in Charleston, SC.
- Braga de Barros, S. & Freiria, M. (2018). Where's My Cafecito?! Battling Imposter Syndrome and Finding Our Voice in Graduate School. Presented at the 2018 OCPA Annual Conference in Worthington, OH.
- Braga de Barros, S. & DeMooy, R. (2018). Buckle Up! Steering Commuter Students to Success. Presented at 2018 Focusing on the First Year Conference in Columbus, OH.

PROFESSIONAL AFFILIATIONS

- National Association for Student Personnel Administrators (NASPA)
- Omicron Delta Kappa
- Golden Key International Honour Society
- Chi Omega Fraternity