

VANESSA CADAVILLO
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Education

DePaul University, Chicago, IL

Bachelor of Arts in Political Science | *Expected Graduation June 2016*

- Minor in Economics
- University Honors Program

Professional Experience

Bransfield & Bransfield, Chicago, IL | *September 2014-Present*

- **Legal Assistant**

DePaul University, Chicago, IL | *Summer 2014*

- **Orientation Leader**
 - Assisted incoming students transition into college through Premiere DePaul orientation
 - Facilitated small group discussions about campus resources, and transitional issues
 - Provided administrative support for the orientation programs

Skokie Park District, Skokie, IL | *June 2012-June 2014*

- **Seasonal Admissions Associate & Swim Instructor**
 - Handled and secured daily deposits
 - Increased student self-efficacy by conducting 30-minute swim lessons
 - Managed client database and class registration using RecTrac program

Tru-Care Home Health Inc., Lincolnwood, IL | *Summer 2011*

- **Data Entry Specialist**
 - Maintained database of 100+ patients with use of VisiTrack software
 - Coordinated weekly home site visits

Leadership Experience & Awards

Student Government Association (SGA) | *September 2012 - Present*

- **Executive Vice President for Student Affairs**
 - Drafted and presented a proposal for DePaul University to sign onto the “It’s On Us” campaign
 - Organized a mix and mingle for students to meet their SGA representatives
- **Senator for Second Year Students**
 - Served as a member of the Vice President Search Committee and attended meetings, interviews, and events to vet candidates
 - Worked with Public Safety to educate students on alcohol usage and Illinois’ Marijuana Legislation
- **Senator for First Year Students**
 - Advocated for students and in collaboration with appropriate departments to resolve student concerns

Delta Gamma Fraternity | *September 2012 – Present*

- **Director of Rituals and Sophomore Honor Board Member**
 - Ensured Delta Gamma rituals are practiced by all members of the Eta Pi chapter
- **Director of Chapter Archives**
 - Preserved Eta Pi’s chapter history by maintaining awards and recognition
 - Prepared all necessary recruitment materials such as scrapbooks, pictures, and composite photos

DePaul PanHellenic Council | *May 2013*

- **University Involvement Award Recipient**

DemonTHON (Dance Marathon) | *October 2012- June 2013*

- **Morale Captain**
 - Organized logistics and coordinated hourly activities of event
 - Raised funds for Ann & Robert H. Lurie’s Children’s Hospital

Skills

Computer: MS Outlook, Word, PowerPoint, and Excel (proficient)

Language: Tagalog (fluent); Spanish (basic)