

Alexandra Diaz

(631) 339-5169 | alexandraodiaz@gmail.com | www.linkedin.com/in/alexandra-diaz-59a0a1335

EDUCATION

University of Miami

Coral Gables, FL, USA

*Bachelor of Arts and Sciences in Political Science,
Minors in International Relations and Kinesiology*

May 2025

- **Relevant Coursework:** Constitutional Law II / U.S. Health Care Crisis Politics / Global Economics / International Relations / Logic Practice / Political Research / Chinese Foreign Policy / Advanced Topics in International Studies I (Israel Defense) / Advanced Topics in International Studies II (U.S. Defense) / European Topics in International Studies

WORK & LEADERSHIP EXPERIENCE

Independent Marketing Contractor

New York, NY, USA

Business Marketing Analyst

July 2025 – Current

- Leveraged AI platforms to support website content creation for a cybersecurity firm, gathering requirements and translating them into effective marketing content.
- Managed TikTok and social media marketing for Gabo and Mateo Designs, an online boutique, creating posts to boost engagement and website traffic.

University of Miami Case Study

Coral Gables, FL, USA

Case Study Leader

January 2025 – May 2025

- Lead analyst in establishing the business case for IT and business investment in Belfast Ireland. Lead a team of UM students to identify key questions, Subject Matter Experts (SME) in Cyber, interviews of SME and synthesized their response to deliver a compelling case for continued business investments in Belfast Ireland.

Catholic Charities

Amityville, NY, USA

Law Clerk Intern

June 2024 – August 2024

- Leveraged AI and MS Excel to establish a consolidated calendar schedule for immigration attorney case management
- Assisted with Green Card case management supporting refugee clients through the immigration process
- Prepared legal documents, conducted case research, and provided administrative support
- Collaborated with attorneys to track and manage several active immigration cases, ensuring 100% compliance with USCIS deadlines and documentation standards
- Improved case processing efficiency by organizing legal files, optimizing client intake procedures, and contributing to successful outcomes for refugee and asylee applicants.

Study Abroad Program

Coral Gables, FL, USA

Global Ambassador

February 2024 – May 2025

- Helped promote study abroad opportunities through campus events, peer advising, and social media outreach to get more students involved in global programs.
- Created and shared content highlighting student experiences abroad and upcoming events, helping increase visibility and engagement online.

Long Island Yacht Club

Babylon, NY, USA

Lifeguard

June 2022 – August 2022

- Supervised and ensured the safety of patrons, responding quickly to emergencies
- Maintained constant vigilance and communicated safety rules effectively to patrons, demonstrating strong situational awareness and a calm, authoritative presence in high-pressure environments.

SKILLS, ACTIVITIES, & INTERESTS

Technical Skills: Microsoft PowerPoint, Microsoft Excel, Canva, ChatGPT, Microsoft Copilot

Core Skills: Legal research and analysis, Written and verbal communication, Problem-solving, Adaptability

Extracurriculars: Global Ambassador at the University of Miami, Canes Ignite Program