

Moises Melendez

Location: Seattle, WA | (425) 327-1095 | moisesmelz05@gmail.com | <https://www.linkedin.com/in/moisesmelz05>

EDUCATION

University of Washington, Michael G. Foster School of Business

Seattle, WA

B.A. in Business Administration, Minor in Informatics GPA: 3.0

Jun 2027

- Honors/Organizations: Freshman Direct Admit, ALPFA, HSF Scholar, Climate Solutions Summit Case Competition Finalist

EXPERIENCE

Sno-Isle Libraries

Mukilteo, WA

Student Mentor and Tutor

Jan 2022 - Jun 2023

- Mentored and supported 30 students, improving their academic performance and confidence
- Strengthened communication and interpersonal skills to provide effective, personalized support, increasing student satisfaction
- Improved students' understanding and academic performance across subjects, contributing to a 20% increase in higher grades

LEADERSHIP AND INVOLVEMENT

Association of Latino Professionals for America - ALPFA UW Seattle Chapter

Seattle, WA

Presidential Leadership Subcommittee

Oct 2023 - Present

- Collaborated with 100 professionals and recruiters in various firms and organizations, bringing out 10 companies, including Deloitte, KPMG, PWC, EY, for our Celebration of Latinos at Foster Dinner with 150 attendees
- Partnered with the executive board to deliver weekly career workshops (resumes, LinkedIn, cover letters) for 100 students
- Strengthened relationships with 100+ recruiters and professionals to expand student opportunities

The Brotherhood Initiative

Seattle, WA

Mentor

Sep 2023 - Present

- Participated in events and workshops organized by the BI project team, leveraging new skills and knowledge to enhance personal growth and contribute to a positive college environment
- Guided peers through academic and leadership development while supporting events and mentorship programs that strengthened community engagement and boosted student retention
- Facilitated the distribution of Brotherhood Initiative-branded hoodies to scholars, enhancing community spirit

Student Mentor at Mukilteo Elementary

Mukilteo, WA

Mentor

Mar 2023 - Jun 2023

- Mentored a class of 30 students through personalized support, goal-setting, and effective communication, fostering and encouraging a positive and academically supportive learning environment
- Facilitated the development of students' future success by guiding them in setting meaningful personal and professional goals
- Designed and led 3 interactive workshops focused on boosting critical thinking and enhancing students' academic confidence, problem-solving abilities, and innovative thinking skills

SKILLS

Technical: MS Office (Word, Excel, PowerPoint), G Suite, Canva, Figma, HTML, Copywriting

Languages: Native proficiency in English & Spanish

Interests: Entrepreneurship, fashion, self-development, content creation, real estate