

# Roman Moreno

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## EDUCATION

**Indiana University Indianapolis** | Indianapolis, IN

*Bachelor of Science in Informatics*

Anticipated Fall 2024

*Minor: Political Science*

Cumulative GPA: 3.89/4.0

Honors & Awards: Carson Scholarship recipient (2015-2021), Dean's List (2021-2023)

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## SKILLS

**Language:** Spanish (Native), English (Native)

**Technical:** HTML, CSS, JavaScript, PHP, Microsoft 365 Suite, Adobe Creative Cloud, Aderant, Intranet/Wordpress, iManage

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## PROFESSIONAL EXPERIENCE

**Lead Ambassador/Latino Outreach Ambassador** | Indianapolis, IN

*Luddy School of Informatics, Computing, & Engineering at IU Indianapolis*

June 2022 – Present

- Educate prospective students on the advantages of college attendance, resulting in increased enrollment rates.
- Conduct guided tours of the IT building for prospective students and their families, offering directions, general information, and support, thereby enhancing their understanding of the campus.
- Contribute to the creation and execution of outreach strategies to engage and recruit underrepresented minority students interested in the Informatics field, resulting in an increase in Hispanic enrollment reaching closer to the university's 13% enrollment rate.
- Actively participate as a dedicated Latino Student Ambassador, promoting diversity and inclusivity within the campus community and contributing to the new marketing campaign "Further" for IU Indianapolis enrollment.

**BME Intern** | Indianapolis, IN

*Bose McKinney & Evans LLP*

June 2021 – Present

- Provide comprehensive administrative support to the BME team, ensuring efficient workflow and smooth operations daily, leading to increased team productivity.
- Manage and maintain confidential client files, contracts, and legal documents with a focus on accuracy and accessibility, ensuring compliance with data privacy regulations.
- Update and manage the firm's client database, maintaining accurate and up-to-date information to enhance effective client communication and streamline record-keeping processes.
- Conduct in-depth research on the usability of their website and present findings to Capstone Night at Luddy Indianapolis

**Campaign Intern** | Indianapolis, IN

*Andrea Hunley Campaign*

December 2021 - May 2023

- Plan, organize, and collaborate with a team of volunteers and another Neighborhood Led to effectively coordinate campaign efforts.
- Lead canvassing initiatives for various campaigns in the Indianapolis area, fostering engagement with the local community.
- Engage with voters through phone banking and door-to-door canvassing, effectively conveying Andrea Hunley's message and establishing meaningful relationships with constituents.
- Distribute campaign literature, such as brochures and flyers, to increase awareness of Andrea Hunley's platform and positions among voters.

**Lead Organizer** | Indianapolis, IN

*Asian American Pacific Islander Anti Hate Violence Organization*

March 2021 - August 2021

- Organized and facilitated a meaningful discussion with the IPS School Board, addressing curriculum and administration changes to improve the education system.
- Successfully lobbied for and passed the Asian American Pacific Islander Declaration for Indianapolis Public Schools, contributing to increased diversity and inclusion in education.
- Created an informative presentation designed for IPS employees, enhancing their understanding of Asian American Pacific Islander education and its importance.
- Featured in a Chalkbeat Education Article, which recognized our contributions to education and advocacy efforts in the community.

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## CAMPUS & COMMUNITY INVOLVEMENT

**Latino Student Association**, *Member*

August 2021 – Present

**Circle K International**, *Recruitment Chair*

November 2023 – Present