

NIKKA UMIL
SAGE SCHOLAR

EDUCATION

University of California, Berkeley

Candidate 2011 | Intended Interdisciplinary Studies Major, Rhetoric Minor / Pre-law

HIGHLIGHTS OF SKILLS AND ACCOMPLISHMENTS

Leadership/Administration/ Organization

- Led operations for a staff of 20 ASUC student assistants and managed day-to-day business for their position
- Managed 25-50 student leaders in the Campaign for Berkeley Student Advisory Committee
 - Planned and presided over meetings, facilitated events, created programs and opportunities for members by identifying and reaching out to various networks
 - Coordinated a formal end-of-year awards banquet for CAA Homecoming team with about 60+ attendees
- Appointed as Executive Director of Public Relations for Berkeley's CAA Homecoming
 - Recruited and managed 50 student volunteers and a public relations team of 5 directors
 - Directed volunteers through a week-long series of events, considered as the largest traditional event on campus

Ideation and Program Implementation

- Spearheaded events and associate meetings for a student organization dedicated to the advancement of Pilipinos in the fields of Law and Business.
 - Partnered with UC Davis, UC Hastings, and Boalt law school representatives for collaborative events
- Re-invented the Public Relations and recruitment strategy for CAA Homecoming team, which led to an increase of student volunteers from 15 to 50 and student group involvement from 15 groups to 25 groups
- Founded the Student Ambassadors to The Campaign for Berkeley and launched Discover CAL students: a discussion series involving Student Ambassadors and Donors with capacity of 50k+

Professionalism and Communication Skills

- Promoted products to exhibitor booths, major publishers across the nation, authors, and current clientele at the 2008 BookExpo America Tradeshow, the largest trade show held in Los Angeles
- Ensured a great flow of communications between 60+ campus ASUC publications through liaison work
- Provided excellent service through genuine and positive interaction with clients, offered stock support, maintained knowledge of current sales and promotions; excelled as the top seller for employment term
- Persuaded Cal alumni, parents, and friends to grant financial support for the Cal Fund through gifts and pledges
- Spoke at Board of Trustees meeting, donor lunches, and Gala events to donors with capacity of 50k+

Accounting/Finance

- Appointed as the Accounting specialist and first line of approval of budgets for 60+ ASUC Publications groups
 - Balanced ledgers and, reviewed, and calculated ERF's, check requests, purchase orders, and deposits
 - Led transition of the financial method of recording, submitting, and managing student budgets from paper to an online database accessible by all ASUC groups and administration

Language Skills

- Fluent in Tagalog, Proficient in Spanish

WORK HISTORY

Associated Students of University of CA, Auxiliary	Berkeley, CA	Spring 2009- Present
Division of Student Affairs, Development	Berkeley, CA	Spring 2009-Present
Nordstrom Inc.	Arcadia, CA	Summer 2008
CAL Call Center	Berkeley, CA	Fall 2007-Spring 2008

ACTIVITIES

Scholar, SAGE Scholars Program, 8/09-Present

Senior Associate- External Law, P4: Partnership for Pre-Professional Pilipinos, 9/07-Present

Mentor, Pilipino American Alliance, 8/07- present

Executive Director of Public Relations, CAA Student Homecoming Team, 9/07- 5/09

Marketing and Promotions Rep, City Diecutting Book Displays, Summer '08