

# HELENA STANLEY

(504) 450-4025 | [hstanley@ucsb.edu](mailto:hstanley@ucsb.edu) | [www.linkedin.com/in/helena-stanley-929488199](http://www.linkedin.com/in/helena-stanley-929488199)

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## EDUCATION

### University of California, Santa Barbara (UCSB)

GPA: 3.93

Candidate for Bachelor of Arts, Communication

Candidate for Bachelor of Arts, History of Art and Architecture

Minor, Professional Writing

Expected Graduation: June 2022

Phi Beta Kappa Member

Honors Program: September 2019 - Present

Dean's Honors: January 2019 - Present

Lower-Division French Award - June 2020

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## WORK AND VOLUNTEER EXPERIENCE

### *Night Supervisor*

**September 2021 - Present**

UC Santa Barbara Intramurals Department

- Supervise all on-duty Intramural Assistants to promote a safe, fun, and efficient work-environment
- Guides all Intramural Assistants in providing excellent customer service, clear communication, and effective problem-solving for Intramural participants

### *Project Management Intern*

**October 2021 - March 2022**

ShipHawk

- Optimized operation by investigating problems, recommending alternatives, and implementing solutions
- Supported HR to onboard and offboard employees by keeping track of and prepping assets for new hires
- Owned projects such as facilitating the creation and upkeep of internal documentation cross-departmentally

### *Events Intern*

**January 2021 – October 2021**

KB Events

- Worked as a member of a team of interns which aided in the preparation, organization, and production of large-scale events with over one hundred guests
- Learned skills in entrepreneurship, event production, and hospitality while advancing my abilities in delegation and professional communication with vendors and guests

### *Orientation Staffer*

**April 2019 - August 2019**

UC Santa Barbara Orientation Services

- Worked as an Academic Advisor for incoming Freshmen and transfer students and educated others on the various resources on and off-campus through presentations, events, and tours of the surrounding area
- Gained valuable customer service and public speaking skills through presentations to students and parents

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## ON-CAMPUS INVOLVEMENTS

### *Events Chair*

**June 2021 - Present**

Literature Club

- Leads and organizes events to promote others to join as well as to facilitate communication and connectedness throughout the club

### *Member*

**January 2020 - Present**

Lambda Pi Eta National Communication Honor Society

- Lambda Pi Eta is an organization which promotes professional development by tutoring lower-division Communication students while helping students to explore the multi-faceted Communication industry

### *Member*

**September 2018 - Present**

Alpha Chi Omega (AXO) Women's Fraternity

- Past representative of Standards Board Committee which handles hearings for members who violate membership expectations and standards
- Past member of Vice President Intellectual Development Committee which ensures that all members maintain the required number of study hours per quarter by hosting a minimum of two study hours per week

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## SUMMARY OF SKILLS AND INTERESTS

**Skills:** Organization, Time-Management, Ambition, Detail-Oriented, Leadership, Communication, Proficient in Microsoft Office Programs, G Suite, Asana, Notion, Lucidchart, Gong and Snipe-It

**Hobbies:** Reading mystery novels, learning tennis, and portraiture drawing