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| **CONTACT**    914.308.8064    [jillienesofia2@gmail.com](mailto:jillienesofia2@gmail.com)    1820 Washington St.  Santa Clara, CA 95050  <https://www.linkedin.com/in/jilliene-torres-rivera-70a13a1bb/>  **EDUCATION**  **Santa Clara University**  Santa Clara, CA  Bachelor of Science, 2024  Major: Socially Responsible Investments  Minor: Economics  Minor: Entrepreneurship  Minor: Engineering  **Wheaton College**  Norton, MA  Major: Economics, 20-2021  Minor: Biomedical Engineering  **SKILLS**  - Investment Management  - Investor/Customer relations  - Social Impact Analysis  - Sustainable Development  - Paralegal  - Real Estate Law  - Construction Management  - Financial modeling & Analysis  - Design Thinking  - Lean Startup  - Product Management  - Process Management  - Project Management  - Continuous Improvement  - Events Management    **AWARDS**  - Heritage Scholar  - Global Citizen Fellow  - Pfizer Scholar  - NHI Leadership Fellow  - SEM Sprague Scholar  **AFFILIATIONS**  - Net Impact, member  - Girls Who Invest, member  - Marketing Edge, member  - Girls Who Code, Scholar  - Hispanics In Philanthropy,  Member  - Kappa Alpha Theta, CFO  - Belles Service Organization,  member | **JILLIENE TORRES-RIVERA**  Impact Investments • Real Estate Law • Private Equity  **PROFILE**  Personable and service-oriented professional with a focus on making a social impact on underrepresented communities from an entrepreneurial, legal, and real estate standpoint. Experienced in supporting and leading community-based organizations throughout the US. Versed public policy, intellectual property, and corporate legal best practices, procedures, and standards. Strong background in operations, administration, and process improvement.  **EXPERIENCE**  **Legal Assistant, Jones Law Group – Danville, CA Sep 2024 – Present**   * Assist Managing Partner, staff lawyers, and paralegal in meeting trial procedural timelines by reviewing documents for depositions, mediations, and arbitrations. * Serve as point of contact for invoice preparations and tracking. Collaborate on process improvement team.   **Associate, Thurgood Marshall Mock Trial – Bronx, NY June 2024 – Present**   * Conduct for grants writing and organize fundraiser events for a service non-profit. * Identify service grants and potential donors that will support the sustainability of the youth Mock Trial program and competition for NYS Supreme Justice Elizabeth A. Taylor. * The program provide enrichment and youth development for underserved youths in under-represented communities in NYC.   **Intern, New York Supreme Court Justice – Bronx, NY June 2024 – Sep 2024**   * Assist Justice Elizabeth A. Taylor and judicial clerk administratively. * Maintain the chamber’s library and docket, assembling documents, and other administrative duties of court procedures. * Assisting the judge and judicial clerk during courtroom proceedings. * Communicate with counsel regarding case management and procedural requirements, and orchestrating networking events. * Contribute to the efficient administration of the Justice’s court room.   **Chief Financial Officer, Kappa Alpha Theta – Santa Clara, CA Feb 2023 – Feb 2024**   * The CFO of Eta Lambda chapter supervised all financial operations of the chapter including the finance committee, financial operations, cash flow of $250,000. * Advised by the national office finance advisor and the district director.   **Intern, Autobound – Santa Clara, CA Apr 2023 – Jun 2023**   * Actively contributed to their marketing efforts by utilizing Excel for data analysis and reporting, ensuring our strategies are informed by accurate insights. * Attending board meetings allows me to gain firsthand experience in strategic decision-making processes, while assisting the CEO with various tasks enhances my understanding of organizational leadership. * Developed skills in Sales Development Representative (SDR) techniques.   **Associate, SCU Development Office – Santa Clara, CA Sep 2021 - Sept 2022**   * Fundraised donations from Santa Clara University alumni as a cold caller. * Developed relations and helped alumni find ways to reconnect with the university.   **Summer Intern, Renewal Equity - Bronxville, NY Jun 2017 – Aug 2020**   * Financial Analyst - Summer 2020   Coordinate with Best Development Group to obtain rezoning and HUD Tax Credits for sustainable and community development and sustainable projects for regenerative farming, renewal energy, and low-income housing. Reported to shareholders on project status.   * Real Estate Project Manager – Summer 2019   Supervised three Construction projects materials purchasing. Managed project schedules, budgets, and scope to plan. Reported to management on a weekly basis.   * Sustainable Development Coordinator – Summer 2017 - 2018   Managed communications and reporting on Public Private partnership for sustainable community development projects in Orocovis, Puerto Rico after Hurricane Maria.    **President, Ideologica, Inc – Yonkers, NY Sep 2018 – Present**   * Restructured Ideologica forum into a social entrepreneurship think tank to unlock funding sources for impact ventures. * Evaluating crowdsourcing, impact investment, venture capital and philanthropic investment models.   **Summer Intern, Pfizer Inc. – New York, NY Jun 2018 – Aug 2018**  Business Technology intern at Pfizer headquarters. Worked on various projects.  **Fellow, National Hispanic Institute - Villanova, PA Jun 2017 - Aug 2019**  Coached 20 Mock Trial at Debate competition promoting community leadership. Defined Impact Investment goals in the Hispanic community. |