

# Maria Huang

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## EDUCATION

**University of California, Berkeley**

*B.S. Environmental Economics and Policy, B.A. Sociology*

**Expected May 2027**

*3.88 GPA*

## SKILLS & CERTIFICATIONS

**Skills:** legal writing, proposal writing, policy analysis, research skills, budgeting, financial accounting, administrative organization, human resources, curriculum development, program evaluation, QuickBooks management

## RESEARCH EXPERIENCE

**National Science Foundation NHERI REU Research Program**

**Boulder, CO**

*Research Associate/Intern*

*APRIL 2024 – PRESENT*

- NHERI (Natural Hazards Engineering Research Infrastructure) intern at CU Boulder Natural Hazards Center
- Contribute to a novel social science-led research project and development of a new National Science Foundation-funded online CONVERGE Training Module on maternal health research and practice in hazards and disasters
- Data cleaning and statistical analysis on previous modules (i.e. user demographics, reasons for enrolling)

**Student Policy Institute at Berkeley**

**Berkeley, CA**

*Director of Research*

*APRIL 2024 – PRESENT*

- Design and develop a 5-step policy analysis model using the Quade, Urban Institute, and Weiner/Vining models
- Coordinate 3 teams of research initiatives ensuring clarity and quality for research leads, editors, and associates
- Identify emerging trends, key issues, and opportunities in public policy that require research and analysis
- Plan and host professors with economic/social science backgrounds to prime research associates on their topics

*Initiative Co-Lead, Research Associate*

*JANUARY 2024 – APRIL 2024*

- Draft/edit a policy memo and present to directors, faculty, and students at the Goldman School of Public Policy
- Research topic: labor unions in the United States, with focuses in AI/automation, minimum wage policies, and the National Labor Relations Board

## PROFESSIONAL EXPERIENCE

**MissionQuest Inc.**

**Los Angeles, CA**

*Fiscal Coordinator*

*SEPTEMBER 2020 – JUNE 2024*

- Implemented streamlined financial processes, including transition to QuickBooks Online, to enhance efficiency.
- Collaborated in the preparation of monthly cash flow projections, contributing to effective financial planning
- Oversaw invoicing/payroll processes, ensuring accurate transactions in compliance state and federal standards.
- Managed the coordination of payroll and facilitated the processing of employee annual taxes
- Developed monthly balance sheets, generating financial reports to provide insights into MQ's fiscal health.

*Corporate Administrator*

*APRIL 2018 – SEPTEMBER 2020*

- Led employee onboarding and managed HR files and facilitated internal communications between admin and associates to promote effective collaboration.
- Maintained organized company records, ensuring streamlined access to essential information
- Ensured corporate compliance with laws and regulations, managing certifications and business licenses

**UC Berkeley Disabled Students Program**

**Berkeley, CA**

*Notetaker*

*AUGUST 2023 – MAY 2024*

- Provided comprehensive note-taking services for: SOCIOL 149P (Sociology of Policing), SOCIOL 131AC (Race and Ethnic Relations/Racemaking and Resistance), and POLI SCI 1 (Introduction to American Politics)

**Palos Verdes Peninsula Land Conservancy**

**Berkeley, CA**

*Intern Coordinator*

*MAY 2022 – SEPTEMBER 2022*

- Designed and implemented a high school internship program with a Field Research and Identification pathway and a Public Education pathway
- Spent over 100 hours collaborating with Conservancy staff, high school instructional staff, diploma program advisors to develop an effective and engaging internship program.

**Congressman Ted Lieu Youth Advisory Council**

**Berkeley, CA**

*Student Representative*

*AUGUST 2020 – JUNE 2022*

- Analyzed legislation based on feasibility, cost, and socio-economic/political impact to provide policy recommendations to Congressman Lieu and drafted monthly policy memos reporting the benefits/drawbacks
- Proposed a policy memo to Congressman Lieu's administrative team regarding land conservation. Assisted with local environmental political initiatives by conducting research and organizing related activities

**Sierra Club Political Committee****Los Angeles, CA***Committee Member**AUGUST 2021 – JUNE 2022*

- Assisted with local environmental political initiatives by conducting research and organizing related activities
- Contributed to the identification and evaluation of election candidates for various local offices
- Recommended environmentally conscious candidates for Sierra Club endorsement
- Collaborated with elected officials to advocate for environmentally friendly policies and actions

**ACTIVITIES AND SOCIETIES**

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**Amnesty International****Berkeley, CA***Director of Finance and Internal Affairs**JANUARY 2024 – PRESENT*

- Develop and oversee organizational budget, ensuring compliance with campus policies and tax EINs
- Provide financial guidance for informed decision-making in strategic planning and event coordination processes
- Execute financial transactions, including reimbursements, payments, and deposits via Callink Finance
- Handle conflict resolution impartially to maintain a harmonious environment within the organization
- Coordinate and maintain all internal communications, including meeting reminders, Slack/email management, etc.

**Undergraduate Economics Association****Berkeley, CA***Academic Affairs External Chair**APRIL 2024 – PRESENT*

- Plan and host 2+ professor luncheons, research/grad student panels, academic workshops (STATA, Excel, etc.), and coordinate with other External Chairs to organize inter-committee socials and events each semester
- Assist in coordination of Academic Affairs (AA) salons and act as external representative of the AA committee

*Academic Affairs Committee Member**JANUARY 2023 – PRESENT*

- Attend weekly meetings discussing intersecting topics in economics, social issues, finance, and politics
- Present semesterly at the AA Salon to all UEA members (600+) on a relevant economics focus
- Attend Professor Luncheons with Emi Nakamura to expand knowledge on international macroeconomics/finance