

*Diversity. Equity. Inclusion. Bias. Privilege.*

# A Passionate Perspective



# My Story



My Story vs.  
*My Story*

- How does this new information impact your perception of me?
- Do you all believe I am qualified to be the Director of Club Operations at a platinum club?
- Am I qualified to criss-cross the nation speaking to club managers and college students?
- Why or why not?



*Reframing  
the Story*

# bi-as

prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair

# Three Types of Bias

- **LIKE ME** bias
- **CONFIRMATION** bias
- **ANCHOR** bias

# The Trusted Ten Exercise





# BROOKLYN HENDERSON

XXXXXXXX, St. Mary's City, MD 20686

Ph: XXXXXXXXXX

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## Skills

- Bilingual in Chinese and English
- Team Cooperation
- Complex Problem Solving
- Systems Analysis
- SPSS (a statistic skill)
- Active Listening and Learning
- Social Perceptiveness

## Experience

*Chinese Tutor* Sep 2012—Present

*Professor Fu, Jingqi — St. Mary's City, MD*

- Prepare and deliver lectures to undergraduate on topics such as how to speak and write Chinese and the cultural aspects of areas where a particular language is used.
- Select and obtain materials and supplies such as textbooks.
- Collaborate with colleagues to address teaching and research issues.

*St. John's Museum* Sep 2013—Dec 2014

*Historic St. Mary's City — St. Mary's City, MD*

- Describe points of interest of the St. John's Museum to group members, and respond to questions.
- Escort individuals or groups in the museum.
- Provide directions and other pertinent information to visitors.
- Speak foreign languages to communicate with foreign visitors.

*Archaeology Field School* Jun 2013—Aug 2013

*Dr. Riordan, Timothy B. — St. Mary's City, MD*

- Clean, restore, and preserve artifacts.
- Study objects and structures recovered by excavation to identify, date, and authenticate them and to interpret their significance.
- Record the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawings and photographs as necessary.

## Education

*High School Diploma: English, Chinese, Math, History* Jun 2011

*Beijing New Oriental Foreign Language School at Yangzhou — Yangzhou*

## Study Abroad

Alba program in Italy June 2012

Gambia Peace Program May 2014 - August 2014

# DAVID PÉREZ

ADMINISTRATIVE ASSISTANT

## Contact

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## Profile

Administrative Assistant with 6+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

## Professional Experience

**ADMINISTRATIVE ASSISTANT** SEP 2019  
REDFORD & SONS — Chicago, IL — Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

## Education

(May 2015)

**Bachelor Of Arts in History,**  
*Graduated magna cum laude*  
RIVER BROOK UNIVERSITY  
— Chicago, IL

## Key Skills

Microsoft Office



Spanish and English



Web and tech savvy



Typing speed of 70 WPM



Problem solving



Team leadership



**SECRETARY** JUN 2017  
BRIGHT SPOT LTD — Boston, MA — AUG 2019

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or schedule an appointment
- Recorded, transcribed, and distributed minutes of meetings

**SECRETARY** JUN 2015  
SUNTRUST FINANCIAL — Chicago, IL — AUG 2017

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings with clients on time

## Awards

(May 2018)

AWARD TITLE / Brand

# How to Combat Bias

- Become Aware
- Recognize Triggers
- Slow Down
- Be Intentional

# priv-i-lege

a special right, advantage, or immunity granted or available only to a particular person or group



ANIMATED  
BY  
KAT BUNAG



WRITTEN  
BY  
CHELSEA LEIGH



My Story vs.  
*My Story* vs.  
**MY STORY**



# The Privilege Walk



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**Questions?**