

Diana Lopez Martinez

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WORK EXPERIENCE

SENIA International

Nov. 2024 – Ongoing

Academy Program Assistant - Contract

Lund, Sweden (Remote)

- Support ongoing administration of SENIA's online professional development platform.
- Refine course content, communication processes, and certification workflows based on user feedback and organizational needs.
- Collaborate with international educators to ensure courses remain accessible and relevant to diverse teaching environments.

University of Texas at Austin

April 2022 – Aug. 2024

Senior Academic Advisor - College of Liberal Arts

Associate Academic Advisor - College of Fine Arts

Austin, Texas (Hybrid)

- Conducted one-on-one, holistic academic advising for undergraduate students, focusing on major selection, academic planning, and long-term career alignment.
- Identified and addressed academic challenges through customized pathways, including alternative majors, minors, and certificates.
- Advised on registration changes, including course drops and university withdrawal, in coordination with university policy and registrar.
- Maintained accurate advising records and contributed to student success initiatives at the Dean's Office level.

Austin Partners in Education

Sep. 2021 – April 2022

College Readiness Advocate

Austin, Texas

- Designed and led small-group instructional sessions for 9th grade students to build foundational skills in English Language Arts and Writing, with a focus on success in the Texas Success Initiative (TSI) Assessment.
- Assessed individual student needs and interests to create tailored lesson plans that supported both academic growth and increased classroom engagement. Integrated high-interest themes—such as horror, video games, fashion, and sports—to make learning relevant and meaningful for students.
- Contributed to improved student outcomes: 75% of participants passed the TSI Assessment during their first year of high school.
- Collaborated with classroom teachers and site coordinators to align instruction with student learning goals and promote a positive, inclusive learning environment.

PROJECTS

Malmö Kommuns Förskoleförvaltningen - Öppna Förskolor

Jan. 2025 – Ongoing

Project Manager (Student Project)

Lund, Sweden

- Collaborating with a team of four to research barriers to Open Preschool participation among non-Swedish, economically disadvantaged families.
- Conducting focus groups, interviews, social media reviews, and field observations to identify communication gaps.
- Leading development of a culturally responsive communication plan, with next steps involving community testing and feedback.

SKILLS

Research:

- Qualitative research, ethnographic observation, interviews, focus groups, arts-based methods, qualitative data synthesis.

Communication:

- Visual communication, design thinking, public speaking, presentations, workshop facilitation, coaching, training, mentoring.

Intercultural Collaboration:

- Cross-cultural communication, teamwork in international environments, inclusive facilitation, intercultural competence.

Tools and Platforms:

- MailChimp, Emma, Freshdesk, Canva, Procreate, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft PowerAutomate, Asana, Miro, Airtable, Gmail.

Languages:

- English (fluent), Spanish (fluent), Swedish (conversational), Chinese (conversational), Japanese (conversational).

EDUCATION

Lunds Universitet

MA, Applied Cultural Analysis

Ongoing

Lund, Sweden

University of Texas at Austin

BA, Major in Asian Studies, Minor in Chinese Language (Mandarin)

Aug. 2015- Aug. 2019

Austin, Texas, USA

Waseda University

Undergraduate Exchange, Center for Japanese Language

March - Aug. 2019

Tokyo, Japan

LEADERSHIP & VOLUNTEERING

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Volunteer

April 2025 - Ongoing

Lund, Sweden

- I volunteer at a LGBTQ bookstore, where I assist with the cash register, book inventory, event planning, and occasionally train other volunteers.

Rotaract Club of Malmö-Lund International

Club Member/Volunteer

March 2025 - Ongoing

Lund, Sweden

- Rotaract Club is a global network of young professionals dedicated to service, personal growth, and leadership.
- Rotaractors work with Rotary International to tackle community issues through activities like beach cleanups and local business visits, creating meaningful change through collaborative action.
- I have been associated with Rotary International since my participation in Rotary Youth Exchange (from Houston to Taiwan) in 2014-2015.

Engame Academy

Academic Mentor

Aug. 2024 - Ongoing

Lund, Sweden

- As an Academic Mentor at Engame Academy, I support 11th-grade Hungarian students in identifying academic interests, selecting modules, and building a strong profile for university applications, guiding them in both academic and extracurricular decisions.

Kalmar Nation

Volunteer

Aug. 2024 - Ongoing

Lund, Sweden

- Kalmar Nation is a student organization at Lund University offering a social space for students. As a volunteer, I work at the bar, take orders, process payments, and manage coat check-ins, helping to create enjoyable experiences for students.