

MONTANA HOUSTON

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EDUCATION

Aug. 2016 – May 2020 **University of Southern California (USC)**, Los Angeles, CA GPA: 3.83 / 4.00
Bachelor of Arts, Non-Governmental Organizations and Social Change (Pre-Law) Magna Cum Laude
Minor in East Asian Languages and Cultures (Japanese)

PROFESSIONAL EXPERIENCE

Aug. 2020 – Present **Dropbox**, San Francisco, CA *Commercial Legal Analyst*
· Negotiates and drafts contracts, including NDAs, SOWs, and SaaS Agreements; to date, have executed 122 deals with total value of \$5,099,687.00
· Manages business partnerships with 3,600+ internal and external clients, suppliers, and customers

May 2019 – Aug. 2019 **Discover Financial Services**, Riverwoods, IL *Legal Department Intern*
· Conducted cross-merchandising analysis on 6 competitors' travel rewards cards by consolidating trigger disclosures against Miles Card via Excel Document and presented information to stakeholders
· Analyzed statutes to discern policies to claim corporate abandoned property and compiled findings into 50 state survey in Excel sheet, yielding a critical department-wide resource

Jan. 2018 – May 2018 **Los Angeles County Bar Association**, Los Angeles, CA *Veterans Legal Services Project Intern*
· Problem-solved veterans' barriers to employment by conducting legislative research and issuing over 50 expungement motions-to-dismiss traffic violations, compiled results into 5-page report and 1-page flyer
· Delivered casework services to 25 homeless or unemployed veterans in Efforts-To-Outcomes software

LEADERSHIP EXPERIENCE

Feb. 2018 – Mar. 2019 **USC Undergraduate Student Government**, Los Angeles, CA [*Senior Director of Programming*](#)
· Directed 16 programming organizations with total membership of 1,200 leaders, guided execution on events for 20,000 undergraduates, and led 40+ interpersonal branch communication and activities
· Delegated \$2.4 million budget throughout student government as budget committee member to over 35 shareholders

Apr. 2018 – May 2019 **USC Academic Culture Assembly**, Los Angeles, CA [*Executive Director*](#)
· Managed budget of \$69,000 through Excel functions such as COUNTIF to deliver creative programming for nearly 20,000 undergraduate students, resulting in 66.87% increase of student membership
· Elected to enrich extracurricular academic experiences by leading 30 meetings for 21+ member organizations with executive team of 17

Apr. 2018 – May 2020 **USC Warren Bennis Scholars**, Los Angeles, CA *Cohort 3 Scholar*
· Chosen as 1 of 20 scholars in program's third cohort based upon demonstrated, social impact-oriented leadership experience from 130+ university-wide applicant pool
· Trained in leadership development from 10+ esteemed professionals and peers via mentorship, honors colloquium, and externship opportunities

SKILLS & INTERESTS

Skills Adv. proficiency in Japanese, adv. in MS PowerPoint, Word, and OneNote. Int. MS Excel, Win 7 & 10, and MAC OSX, social media operations (AIDA marketing), and management (5 Dysfunctions of a Team).

Interests Managing [my book blog](#), crocheting throw blankets, visiting Harajuku, Japan 3 times in 2 days, practicing servant leadership, becoming a yogi, and running campaigns ([elected Student Body President by 1300 peers](#))