**Eileen Belleza**

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**EDUCATION**

Old Dominion University, Norfolk, VA

**Bachelor of Health Sciences** August 2024

**Major:** Health Services Administration **Minor:** Management

**Relevant Courses:** CHP 328 (Public Health Science), CHP 390 (U.S. Healthcare Delivery Systems), CHP 450 (Public and Community Health Administration), MGMT 325 (Contemporary Organizations and Management), CHP 415W (Critical Issues in Community Health Administration), CHP 400 (Ethics in Health Administration), CHP 461 (Managerial Epidemiology), HLSC 475 (Healthcare Marketing), HLSC 425 (Health Aspects of Aging), HLSC 440 (Finance & Budgeting in Healthcare), HLSC 465 (Policy and Politics of Health), HLSC 480 (Health Ethics and the Law), HLSC 485 (Health Informatics), MGMT 330 (Organizational Behavior), MGMT 340 (Human Resource Management), MGMT 350 (Employee Relations), MGMT 417 (Employment Law)

**RELATED EXPERIENCE**

Fairfax County Department of Family Services, Fairfax, VA

**Intern**  June 2024 – Present

* Working on developing a behavioral health program for children and youth.
* Researching an issue that can impact a family’s ability to access and afford behavioral health services for their child.
* Explore use of social media options to communicate relevant information.
* Work with Healthy Minds Fairfax Youth Advisory Council (HMF-YAC) to help them elevate their voice on children/young person behavioral health issues to stakeholders.

Virginia Queer Film Festival, Norfolk, VA

**Social Media Content Intern**  February 2024 – Present

* Monitor social media trends including hashtags to boost engagement.
* Monitor LGBTQIA+ films to promote them on social media.
* Developed and maintained social media posting schedule and prioritization.

ODU Women and Gender Equity Center, Norfolk, VA

**Social Media Content Researcher and Coordinator**  September 2020 – May 2024

* Welcomed, engaged, and interacted with individual guests visiting/contacting W&GEC.
* Provided front desk coverage as needed to include intercepting mail and answering phones.
* Provided support with logistical preparation for office activities, functions, and events.
* Promoted office events for the W&GEC initiatives on campus and social media accounts.
* Assisted the S.A.F.E. Graduate Assistant in content research and creation for generating social media posts related to awareness months and social justice themes targeting key audiences.
* Worked closely with the Social Media Content & Marketing Strategist to assess new strategies and develop social media campaigns that will increase engagement.
* Developed and maintained social media posting schedule and prioritization.
* Copywrited captions, inventory descriptions, and posts.
* Monitored social media trends including hashtags to boost engagement.
* Created, displayed and/or distributed marketing materials on bulletin boards and to campus partners.
* Managed some administrative tasks as assigned.

**ACTIVITIES**

**Filipino American Student Association** August 2019 – Fall 2023

* Culture Night Chair (2020-2021), Treasurer (2021-2022), IVP (Fall 2022-Spring 2023), President (Spring 2023-Fall 2023)
* Award: Filipino Community Action Group’s Rising Star Nominee (2023)

**Japanese American Student Association** August 2019 – October 2022

* Event Coordinator (2022)

**Omega Phi Alpha** March 2020 – October 2021

* Diversity and Inclusion Chair (2020-2021)

**SKILLS**

Language Skills: Japanese – Conversational Level, Tagalog (Filipino) – Basic Level,

Technical Skills: Canva – Intermediate Level, Microsoft Office, Google Drive