

Juanita Costas

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EDUCATION

Northeastern University Boston, MA
Candidate for Bachelor of Science Degree in Sociology; *Minor: Criminal Justice* May 2020
Honors: Dean's List GPA: 3.78
Activities: NU Stage Musical Theater Company, Acting Out! Theater Troupe, Sunrise Northeastern

PROFESSIONAL EXPERIENCE

AIDS Action Committee Boston, MA
Housing Search Associate, High Risk Negative Program July – December 2019

- Managed caseload of 10 clients as a member of the Housing Search Team, oversaw entire High-Risk Negative Program as it was first implemented, established best practices and procedures for new program, recruited clients
- Assisted low-income clients in every facet of their affordable housing search, including applications, collecting necessary government and tax documents, accompanying them to screening interviews, apartment viewings, and coordinating with local Housing Authorities and independent landlords
- Conducted needle exchange drop-ins for existing clients and recruited new clients for the High-Risk Negative program
- Coordinated with medical professionals, external housing programs and social service providers to ensure best continuum of care for clients
- Documented all client interactions and progress using Efforts to Opportunities software, as well as paper copies in compliance with HIPPA guidelines; reported efforts to AAC's funding agencies such as the Department of Public Health and the Department of Neighborhood Development

GLBTQ Legal Advocates and Defenders Boston, MA
Development Co-op July – December 2018

- Updated 200+ records daily in Salesforce; recorded and organized donations and donor information given to the organization to ensure proper handling and reporting of financial gifts
- Planned and corresponded with 1000+ donors and event attendees regarding gala events; coordinated and recorded financial details
- Created weekly financial reports for management and cross-functional teams; ensured reconciliation with budgets from all departments

Probation Department, Boston Municipal Court, Central Division Boston, MA
Probation Intern January – June 2017

- Conducted intake interviews with 10+ individuals daily appearing in court; determined qualification for court- appointed counsel and fee waivers
- Greeted and recorded visits of probationers during check-in using excel spreadsheets; supplied and assisted clients with relevant paperwork; located regional probation officers & assigned new parolees
- Updated probationer information and records in MassCourts database; communicated with other courts; filed legal paperwork; answered phones
- Observed court proceedings; assisted probation officers with preparation of court documents, running CORI records, and relaying information to Clerk's Office

Northeastern University - Brudnick Center Boston, MA
Research Assistant January – June 2017

- Organized catering for sponsored events; corresponded with applicants for Brudnick Center scholarship; updated website
- Assisted directors with research projects; searched for relevant literature; piloted survey tools; found potential peer reviewers for published research
- Conducted self-directed research project; followed trends in mass murder and media response; collected data; utilized LexisNexis, Microsoft Excel, and various other databases

SKILLS

Computer: Proficient in Microsoft Word, PowerPoint, and Excel; familiar with database software
Languages: Conversational in French (oral and written), American Sign Language