

# ISABELLE FORTALEZA-TAN

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## EDUCATION

### UNIVERSITY OF CALIFORNIA, LOS ANGELES

*B.A. Economics & B.S. Cognitive Science w/ Specialization in Computing*

- Honors College Student, Dean's Honor List

Los Angeles, CA

2023-2027

## EXPERIENCE

### UCLA Residential Life

*Residential Assistant*

- Serves as the primary support for a residential floor of ~100 students, fostering an inclusive, safe, and engaged community
- Plans and facilitate community-building programs, communicate university resources, and respond to resident concerns

Los Angeles, CA

Sept 2025 - Present

### Camp Humphreys Client Legal Services

*Paralegal Intern*

- Managed front desk client flow, scheduled appointments regarding: military law, family law, immigration law and will executions
- Assisted JAGs in producing certified copies, powers of attorneys, notarizations, affidavits; shadowed attorney-client meetings

Gyeonggi-do, S. Korea

Jun 2025- Sept 2025

### Eclipse Law Corporation

*Legal Intern*

- Managed the firm's inbox and draft professional correspondence to clients, applicants, outside counsel, and business partners
- Assisted with formatting and proofreading equity documents, including stock option agreements, for clarity and compliance

Los Angeles, CA

April 2025 - Jun 2025

### Legal Aid Foundation of Los Angeles

*Pro Bono Training Institute Intern*

- Vetted and updated mandatory training materials for incoming Pro Bono attorneys, ensuring accuracy and relevance
- Conducted research on expungements and homelessness, compiling current statistics for use in advocacy and programming

Los Angeles, CA

Jan 2024 - May 2024

## RESEARCH

### UCLA Department of Economics

*Research Assistant*

- Research Assistant for Prof. Felipe Goncalves, UCLA Economics, conducting research on employment and public safety
- Collects, organizes, and cleans datasets from government agencies using STATA, ensuring accuracy for empirical analysis

Los Angeles, CA

Mar 2025 - Present

### UCLA Undergraduate Research Week 2025

*Presenter*

- Presented independent project about "ghost cities" phenomenon in China, conducted policy review and geoeconomic analysis

Los Angeles, CA

May 2025

## ACTIVITIES

### Hooligan Theater Company

*Lead Hair and Makeup Designer*

- Designs and leads hair and makeup team for productions of *Carrie the Musical* and *Footloose the Musical*
- Collaborates closely with marketing and directorial teams to ensure consistency across promotional materials and costume design

Los Angeles, CA

Oct 2025 - Present

### Daily Bruin Newspaper

*Explanatory Journalism Writer*

- Writes articles on topics such as student life, and cultural trends, breaking down information to improve accessibility
- Collaborates with editors, photographers, and illustrators to produce well-rounded feature stories, ensuring clarity and accuracy

Los Angeles, CA

Oct 2024 - Present

### UCLA Bruins Vote

*Social Media Director*

- Collaborates regularly with UCLA communications teams to plan, design, and publish content aligned with campus-wide messaging
- Lead strategic planning and execution of nonpartisan voter education campaigns across Instagram and in-person events

Los Angeles, CA

Aug 2024 - Present

### UCLA Business Law and Investment Society

*Law Journal Writer*

- Conducted legal research on copyright and trademark issues in the metaverse, focusing on the Hermès v. Rothschild case
- Collaborated with editors to analyze and synthesize legal concepts surrounding NFTs and intellectual property in the digital age

Los Angeles, CA

Oct 2024 - Jun 2025