

Isabella Price-Dubble

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Education

Temple University, Philadelphia, PA

Expected Graduation May 2029

Major: Electrical and Computer Engineering, Electrical Engineering Concentration

- Overall GPA: 4.0

Skills

Python, Microsoft Office, Autodesk Fusion

Experience

Financial Aid Student Worker

Community College of Philadelphia, Philadelphia, PA

October 2025 – December 2025

- Filed and organized paperwork for student workers
- Assisted with the maintenance of federal work study records
- Participated in FAFSA workshops, guiding new students one-on-one through the financial aid process

Legal Administrative Assistant

Pennsylvania Coalition to Advance Respect, Harrisburg, PA

September 2023 – April 2025

- Provided over-the-phone new client intake for the Sexual Violence Legal Assistance Project, professionally and compassionately dealing with lengthy and highly emotional calls
- Worked with a remote team of attorneys, going above and beyond to assist and problem-solve despite the difficulties posed by physical distance
- Handled incoming and outgoing Project mail, ensuring that the proper documentation required of a legal office was maintained
- Drafted letters to clients, organizations, and other entities as requested by the attorneys or as needed to promote the Project and the larger organization

Store Associate and Notary

The UPS Store #3413 – Lancaster, PA

March 2023 – Sept 2023

- Performed excellent customer service including notarial services, printing, packing, and shipping
- Maintained a tidy and professional appearance for the store, taking care to check, straighten up, and restock at every opportunity
- Opened and closed the store as needed, including working solo some mornings
- Demonstrated problem-solving and leadership skills, assisting team members when no manager was present and training new employees