

**Full Name**  
111 Street Ave  
Los Angeles, CA 90024  
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## EXPERIENCE

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### **American Red Cross of San Francisco**

San Francisco, California

#### ***Volunteer Services Intern***

February 2013 - August 2013

- Managed relationships with current and potential volunteers, including updating volunteer database and tracking recruitment; conducted orientation and training for new volunteers
- Organized annual Volunteer Appreciation Awards and helped select winning candidates
- Team player - built strong relationships with coworkers; took on additional responsibilities as needed
- Received excellent performance evaluations; successfully completed responsibilities with limited supervision
- Developed proficiency with Microsoft Office

### **University of Kansas Volunteer and Social Action Center**

Moscow, Idaho

#### ***Youth and Education Intern***

May 2009 - May 2010

- Coordinated Kids on Campus program and organized events for children; implemented new programs to involve local youth with the University of Idaho; recruited new volunteers
- Developed a pen pal letter program including 200 local youth and 200 local college students
- Grew the Youth and Education program by 20%, adding four new educational programs

### **Habitat for Humanity of North Idaho**

Someplace, Kansas

#### ***AmeriCorps VISTA ReStore Development Intern***

August 2011 - February 2012

- Fostered relationships with local businesses, raising revenue from monthly donations by 15%
- Wrote and implemented a new volunteer orientation program that brought in more and better prepared members
- Created a new system to track and follow up on donors using a central database and Excel sheets
- Developed a new business plan for Restore, focusing on collaborative partnerships with business

### **Greenpeace International**

Someplace, Kansas

#### ***Frontline Activist***

May 2008 - August 2008

- Engaged in issues and petition campaigning; recruited and trained new activists
- Consistently exceeded fundraising goals; promoted to managing a site based on excellent fundraising record
- Utilized strong communication skills and enthusiasm by talking directly with the public about issues affecting the environment

## EDUCATION

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### **Northwestern University**

Someplace, Kansas

#### ***M.S. in Nonprofit Management***

January 2012 - September 2013

- GPA: 3.8; concentration in Sports and Social Change

### **University of Kansas**

Someplace, Kansas

#### ***B.A. in Art***

August 2006 - December 2011

- GPA: 3.5; concentration in Graphics Design
- Recognized for strong academic performance on Dean's List;
- *Leadership*: Vice President of the Associated Students, Officer of Nu Chapter of Delta Gamma Sorority, member of the Arts Committee, Student Union Board Committee member, IMPACT Conference participant, President of Nellis Leadership Team, and Emerging Leaders participant
- *Honors*: Associated Students Junior of the Year Award and George E. Dafoe Memorial Award

## ACTIVITIES, SKILLS, AND PROFESSIONAL AFFILIATIONS

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- *Professional Affiliations*: Young Nonprofit Professionals Network (San Diego)