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Bear De, 19701

Permanent Address

26 Forsythia lane
Bear, De 19701

EDUCATION

University of Delaware Masters in Public Administration
Concentration: Organizational Leadership

(expected) May 2010

University of Delaware BA in English
Concentration: Business and Technical Writing
Minor: Anthropology

May 2008

Study Abroad: Nigeria: High School
Brazil: Anthropology, History, and Portuguese

August 2001- June 2004
January 2008

PROFESSIONAL EXPERIENCE

Center for International Studies, University of Delaware, Newark DE

Sept. 2008- present

Graduate Assistant. Administrative responsibilities include helping manage over 12 study abroad programs to parts of Europe, South America, Asia and Africa. Also involved in coordinating campus wide publicity events for study abroad awareness and hosting foreign delegates from other universities and organizations.

Sisters in Islam, Kuala Lumpur, Malaysia

June 2008- Sept. 2008

Research Intern in Polygamy project. Involved in data analysis, information gathering and anthropological fieldwork. Conducting interviews with project participants and helping facilitate daily briefing meetings and other events.

The Grande Opera House, Wilmington DE

February 2008- May 2008

Public Relations Intern. Involved in the promotion of monthly events and writing press releases for local papers. Also acting as a student editor on most PR publications for the Grande.

Study Abroad Coordination Office, Foreign Language and Literature Department,
University of Delaware, Newark DE

Sept. 2005-May 2008

Work-study assistant. Served as a liaison between the Assistant Director of Study Abroad Coordination and the FLTL faculty. Responsibilities included secretarial tasks and peer advising for study abroad options.

Department of Veteran Affairs Medical Healthcare System, Perry Pointe MD

July 2007- September 2007

Summer Clerk. Worked fulltime in Management Care department of the hospital. Responsibilities included daily scheduling of patients in three locations (Perry Pointe, Baltimore, and Glen Burnie) and assisting resident doctors.

Department of Justice, Carvel State Building, Wilmington DE

May 2007- September 2007

Intern in the Senior Advocacy Program. Responsibilities included the revision and organization of the Senior Advocacy Volunteer's reference manual; also worked on-site at the New Castle County Court House in Wilmington.

Service Learning Fellow, Residence Life, University of Delaware, Newark DE

September 2006- February 2006

Volunteer Experience Coordinator. Helped create and execute service learning experiences for the residents of three dormitories in the South Central Complex of the University of Delaware campus. Also worked with Resident Assistants on Resident Life projects and enforcing dormitory regulations.

LEADERSHIP

Secretary, Pre-law Student Association (PLSA) September 2005- May 2008

Inform members about events within our resident student organization, through Phi Alpha Delta Pre-law Fraternity, and local law related events in the tri-state area. Also act as a liaison between the executive board and contact persons from guest law schools.

Public Relations Officer, Delaware African Student Association (DASA) September 2006- May 2008

Head of the publicity committee and acting liaison between our executive board and other organizations on campus. Coordinator of many events on campus and main contact person for the organization.

Coordinating Secretary, Black Student Union (BSU) September 2006- May 2007

Responsibilities included heading the organization's public relations committee and managing publicity on campus. Worked closely with leaders of NAACP chapters throughout Delaware and helped them promote statewide events on campus.

Secretary, Hekima Book Club September 2006 – May 2007

Informed members of book club meetings and events. Also kept minutes at meetings and was responsible for the purchasing and distribution of books used for club meetings and discussions.

Dancer, African Dance Troop September 2005- May 2006

Danced in over 20 pieces at more than 10 schools. Also helped coordinate 5 dances and collaborated with other multi-cultural groups on campus.

Mentor, Each One Reach One (EORO) September 2006-present

Acted as a mentor to 7 freshmen and 3 upperclassmen (all 'underrepresented' minority students at the University of Delaware).