

# BRITTANY GILBARTE



## PERSONAL PROFILE

Organized and service-minded with a heart for people and strong administrative skills. Adaptable and dependable with a proven commitment to supporting leadership, maintaining organized systems, and contributing to smooth, behind-the-scenes operations while contributing to the overall mission and goals of the team.

## EXPERIENCE

### GLOBAL INTERNSHIP ASSISTANT

*Bethany Global University | October 2023 - May 2024*

- Scheduled meetings and assisted with student/ staff communications.
- Collaborated with Global Internship program leaders to create detailed country profiles for prospective interns
- Supported staff in placing students in international internships based on interest, volunteer opportunities, and team dynamics
- Coordinated student-program leader meetings and supported internship courses by creating materials, surveys, and occasionally grading assignments
- Helped organize re-entry programming for returning students

### TEACHERS ASSISTANT/ STUDENT RESOURCE CENTER STAFF

*Bethany Global University | January - May 2022*

- Graded assignments and exams for underclassmen, offered constructive feedback
- Staffed the Student Resource Center and university library, connecting students with academic resources
- Tutored students, managed study materials, and guided them in accessing academic support services

### INTERCULTURAL INTERN LEADER (BULGARIA)

*Bethany Global University | September 2022 - October 2023*

- Managed and mentored short-term interns, providing support with cross-cultural adjustment and local engagement
- Taught English at local children's clubs and camps (ages 6-12)
- Organized and led weekly youth group meetings and activities, including a leadership development course for teens
- Provided Bulgarian-English translation to support communication
- Traveled nationwide to connect and collaborate with locals and expatriates

### CAROLINA PREGNANCY CENTER INTERN

*Carolina Pregnancy Center | Fall 2019*

- Recruited potential class participants and assisted with registration
- Organized and prepared class materials; provided on-site support during sessions
- Coordinated with volunteers and donors to secure refreshments for attendees
- Supported parenting classes by helping with logistics, engaging participants, and fostering a welcoming environment

## CONTACT

+1-252-361-5229  
 brittanygilbarте@gmail.com

## EDUCATION

### BACHELOR OF ARTS IN INTERCULTURAL MINISTRY STUDIES

*Bethany Global University |  
2021 – 2024  
Valedictorian, Summa Cum  
Laude*

## CERTIFICATIONS

### TEACHING ENGLISH AS A FOREIGN LANGUAGE CERTIFICATION

*Bridge Education Group,  
completed 2018*

### WORKING WITH CHILDREN AT RISK TRAINING

*YWAM Netherlands,  
completed 2020*