Sarah N. Kaplowitz

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University of California Berkeley

**Education**

**Goal: Bachelor of Arts, Social Work** Graduation: May 2017

Currently Enrolled: UC Berkeley

GPA: 3.95

Relevant Course Work:

* Peace and Conflict Studies: Conflict Resolution, Social Change, and the Cultures of Peace
* Social Work as A Profession
* African American Studies: Lives of Struggle: Minorities in a Majority Culture
* Psychology of Stigma and Prejudice
* Sexuality in Social Work
* Practice in Social Work
* PH150D Introduction to Health Policy and Management
* GSW130AC: Gender, Race, Nation, and Health

**Skills and Qualifications**

* Experience assisting in community outreach for underprivileged and underserved youth
* Understanding of social issues and their causes
* Organized, detail oriented, punctual time management, and proficient at problem solving when unexpected changes require flexibility
* Strong communication skills required for customer service both over the phone or in person, colleague collaboration, and student mentoring, including adequate communication in Spanish
* Trustworthy and committed to integrity and excellence

**Relevant Experience**

**Volunteer,** Younglives, Concord March 2014- Aug. 2015

* Mentor teen moms, empowering them to make positive life decisions by encouraging their self-esteem and fostering a safe environment to cultivate vulnerable, supportive relationships
* Assist coordinators in facilitating weekly meetings and special events such as holiday parties and various outings for Younglives moms and their children
* Providing safe transportation for the teen moms and their children after our meetings

**Volunteer**, Camp Kesem Sep. 2015- Present

* Counselor and fundraiser for Camp Kesem; a free summer camp for local children who's parents have or have had cancer.
* Attend weekly meetings for camp training and planning throughout academic school year
* Community outreach and support throughout the year through reunions and In-a- Pinches

**Other Experience**

**Administrative and Membership Assistant,** East Bay Rental Housing AssistantApril 2016- Aug. 2016

* Answering phone calls providing information on membership benefits
* Answering questions regarding local ordinances on housing policy
* Providing property management advice over the phone or in person with member
* Connecting members to resources needed
* Editing the Rental Housing Magazine
* Filling and processing paperwork
* Processing tenant screening for members
* Printing relevant Legal Forms to assist in Property Management

**Sales Associate**, The King’s Jewelers, Walnut Creek Aug. 2013- Aug. 2015

* Experience training and mentoring new employees
* Researched and accumulated knowledge pertaining to gemology, jewelry repair, store inventory, custom work, and diamond grading and classification
* Assuring customer satisfaction and quality service including follow up
* Promoting various inventory items via video recordings for marketing purposes

**Administrative Assistant,** The King’s Jewelers, Walnut Creek July 2012- Aug. 2013

* Responsible for managing and computer entry of store inventory
* Handled and transported valuable customer merchandise, and items of large monetary value: cash for bank deposits, & scrap gold for melt
* Filed and organized important customer and store documentation
* Generated and implemented a shipping system based on insurance value of product

**Volunteer**, Human Trafficking Prevention DeCal Co-Facilitator January 2016-May 2016

* Knowledge of the global issue of Human Trafficking and venues of awareness and prevention
* Responsible for collaboration with other facilitators on course material and course planning
* Teaching and facilitating discussion on topics related to different aspects of Human Trafficking
* Contacting and scheduling experts in the field to present on their involvement combating this issue and the Organizations they represent