

ZANE SANDIN

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EDUCATION AND TRAINING

Career Foundry

Anticipated Graduation March 2016

Full Stack Web Development Course: 6 month course with 25% of course dedicated to Front End Web Development to build a responsive portfolio website using HTML, CSS, Bootstrap, and jQuery, and the remaining 75% of course focused on Ruby on Rails to build an e-commerce web app, exploring the rails framework and features like login, payment and security.

University of Maine

School of Liberal Arts and Sciences

GPA: 3.385

Bachelor of Arts in International Affairs/French, Minor in Anthropology

Class of 2014

Université de Montréal

One year study abroad of French language immersion program in Montréal, Quebec

August 2012- April 2013

PROFESSIONAL EXPERIENCE

Liberty's Promise

Alexandria, VA

Program Officer

08/2014 – Present

- Serve as full-time program officer for Liberty's Promise, a non-profit organization which serves low-income immigrant youth of the DC Metro area through an after-school program of civic engagement and a professional internship program, serving approximately 2,900 youth since 2005.
- Tasked with development and implementation of curriculum for two after-school civic education programs and year-round internship program in District of Columbia and Prince George's County, Maryland.
- Organize and coordinate guest speakers, field trips, and volunteer service projects for civic education programs.
- Oversee duties of program facilitators, who co lead after-school programs, assuring timely reception of reports.
- Coordinate and monitor eight-week internships for youth with local non profits and government agencies.
- Conduct job skills workshops for prospective interns (develop resumes, cover letters, interview skills)
- Assisting youth directly with everything from applying to college to avoiding homelessness.
- Compose and edit grant proposals and reports in order to ensure continued funding for the organization.
- Develop partnerships with public schools, local organizations, government agencies, and more.
- Management of New Futures Scholarship Scholar: duties included mentoring, tuition payments, etc.

Office of International Programs, University of Maine

Orono, ME

Office Intern/Peer Adviser

08/2013 – 05/2014

- Advised prospective outgoing students on information regarding opportunities for study abroad to cater to their needs and interests, as well as information related to finances, scholarships, and more.
- Promoted study abroad through classroom presentations, Q&A sessions, social media, and more.
- Assisted with international student programming and scheduling meetings with appropriate office staff.

VOLUNTEER EXPERIENCE

The Tandana Foundation

Virtual Volunteer

Translator

01/2015- Current

- Providing translation of project summaries, e-mails, and other written materials from French to English or English to French for the Tandana Foundation, a non profit organization which organizes volunteer vacations and community projects in Ecuador and Mali.

Literacy Volunteers of Bangor

Bangor, ME

Volunteer English Tutor/Conversation Partner

09/2013- 05/2014

- Researched and prepared lessons/activities on grammar, syntax, vocabulary, and other English language topics in catering to student needs/requests, such as vocabulary games focusing on student's career field.
- Researched grammar and other topics related to the student's native language in order to better understand the difficulties they might encounter while translating between languages.
- Met for approximately 1-2 hours weekly for conversation/lessons with English language students.
- Regularly reported hours and summaries of activities to ESL coordinator and received feedback on lessons.

TECHNOLOGIES AND SKILLS

Technologies: HTML, CSS, JavaScript, JavaScript Libraries (jQuery, Bootstrap.js), Ruby on Rails

Computer: Google Drive Applications, Microsoft Office, Social Media

Language Proficiency: Advanced French, Intermediate Spanish, Basic Portuguese

AWARDS/RECOGNITION

Dean's List at University of Maine - Fall 2010

Distinguished Student Scholarship at University of Maine – Fall 2010-Spring 2014