

Calista L. Hill

4748 SE Milwaukie Ave. Portland, OR 97202

(Willing to Relocate)

610-764-9931

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OBJECTIVE

Recent graduate seeking a position that utilizes my strong organizational and analytical skills to contribute to success and efficiency of organization.

EDUCATION

Neumann University, Aston, PA

Bachelor of Arts, Liberal Studies; May 2013

Concentration: Political Science & Intelligence Studies

- GPA: 3.4/4.0

HONORS

Dean's List: Multiple Semesters

KEY SKILLS

Writing

- Wrote many analytical reports over several subject areas
- Edited and critiqued peer assignments prior to publication
- Developed system to streamline written summary of animals awaiting placement
- Submitted detailed weekly reports of animal's health and welfare
- Prepared incident reports to be reviewed and investigated by facility managers

Interpersonal

- Communicated via phone and email with potential adoptive homes
- Liaised with fellow volunteers and volunteer supervisors to ensure continuity and efficiency of kennel operations
- Managed and motivated aquatics staff of up to 10 people
- Interacted with members of the public interested in becoming facility members

Computer

- Maintained detailed spreadsheets of staff and facility data
- Proficient in Microsoft Office Suite
- Knowledge and experience with both Apple and PC formats

EXPERIENCE/ACTIVITIES

Guide Dogs for the Blind, Kennel Partner/Foster Care Provider; March 2012-Present

Forever Friends Golden Retriever Rescue, Foster Care Provider/Outreach Liaison;
September 2010-October 2011

Camarillo YMCA, Lifeguard; September 2010-October 2011

Jerry Garver YMCA, Lifeguard; November 2009-May 2010

Worthington Pools, Member Relations/Lifeguard; March 2008-September 2009

Nassau Swim Club, Assistant Manager/Lifeguard; May 2004-September 2007

Special Olympics of Delaware County, Swim Coach; January 2003-May 2004