

Lauren Roden

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OBJECTIVE

To obtain employment that will allow me to share my passion and philosophy of volunteer service and civic engagement.

EDUCATION

Miami University, Oxford, OH

Aug. 2003-Aug. 2007

- Bachelor of Arts degree; Major: Anthropology, Minor: Sociology
- Awarded a place on the Dean's List for academic excellence
- Study abroad semester, University of Manchester, Manchester, United Kingdom
- Study abroad semester, University of Otago, Dunedin, New Zealand

PROFESSIONAL EXPERIENCE

Volunteer Coordinator; AmeriCorps

Jan. 2010-Dec. 2010

Deer Flat National Wildlife Refuge

- Recruited, trained, scheduled and supported more than 800 volunteers for Refuge programs including environmental education, wildlife monitoring, habitat restoration, visitor services and maintenance
- Coordinated the contribution of over \$75,000 to date worth of volunteer work for the Refuge to apply towards cash and in-kind matches to meet grant funding requirements
- Developed new methods of volunteer recruitment, communication and retention including creating a recognition bulletin board and monthly newsletter with distribution to over 500 recipients
- Collaborated with Refuge staff to create new programs and work to expand the current base of activities for volunteers
- Actively sought out partnerships with local businesses to increase outreach opportunities for the Refuge and the Friends of Deer Flat Wildlife Refuge, the non-profit partner organization, and to provide diverse recognition opportunities for Refuge and Friends volunteers

Assistant to the Executive Director; Volunteer

Sep. 2009-Dec. 2009

Association for Challenge Course Technology

- Worked with executive director to evaluate Professional Vendor Member categories and qualifications
- Analyzed conference presentation submissions and enter data into tracking system
- Entrusted with confidential materials in order to carry out research and evaluation of association interests

Animal Caregiver; Volunteer

May 2009-Dec. 2009

Second Time Around Animal Rescue

- Perform community outreach as adoption liaison to enhance awareness of animal welfare issues and to ensure the best interests of the animals are met
- Initiate and participate in social media networking to increase volunteer recruitment and fundraising opportunities
- Complete husbandry tasks for up to 24 animals at a time; feed, clean, administer medication, encourage socialization
- Cat and Dog First Aid certified

Office Administrator

Feb. 2009-Dec. 2009

Deerfield Smiles D.D.S.

- Execute administrative tasks to contribute to efficient functioning of office
- Organize appointment book and undertake scheduling with >1200 patients, ascertain health conditions prior to appointments, compile invoice materials and complete billing
- Heartsaver CPR/AED Certified

Project Researcher; Volunteer

June 2008-Jan. 2009

World Society for the Protection of Animals, International Headquarters

- Initiated and maintained fundraising and marketing efforts to meet the \$575,000 budget for the fledgling Borneo Orangutan Survival Foundation
- Conducted independent research on a number of project related issues and organized data in a concise manner to be presented to the Borneo Orangutan Survival Foundation International Project Manager
- Communicated with and acquired corporate sponsors and supporters

Outdoor Recreation and Travel Sales Advisor

June 2008 -Dec. 2008

Kathmandu UK Ltd.

- Implemented superior customer service
- Advised clients on appropriate activity specific equipment to ensure safety, comfort, and satisfaction
- Entrusted with and coordinated daily financial deposits regularly worth up to \$12,000 with managerial staff

Rock Climbing Instructor

Sep. 2007-Jan. 2008

Westway Development Trust

- Instructed >75 novices in rock climbing skills including technique, equipment operation and safe fitness development
- Taught private and group lessons of up to 6 people upwards from age 5 with diverse cultural, economic and social backgrounds from surrounding London Boroughs
- Trained and inspired >20 repeat adult clients to a level that facilitated their independent pursuit of rock climbing

Challenge Course Facilitator

Aug. 2004-May 2007

Outdoor Pursuit Center, Miami University

- Led groups from the university, local schools and businesses through 1 to 6 hour challenge course programs created from >50 different elements on high ropes, low ropes and group initiatives
- Designed individually tailored programs to meet goals and ability level of each group
- Selected by management to lead and mentor 4 novice employees
- Acquired and retained repeat clients through creative marketing and networking

Challenge Course Director (Temporary)

June 2005-Aug. 2005

Camp Laurelwood

- Introduced experiential education curriculum for a newly constructed challenge course, which included 12 elements on high ropes, low ropes and group initiatives
- Evaluated, selected and supervised camp support staff for challenge course program
- Presented classes for ~250 campers between the ages of 5 and 16 with appropriate framing methods to maintain participant enthusiasm
- Maintained course logbook and created database for American Camping Association requirements

Resident Advisor

Aug. 2004-May 2005

Miami University Office of Residence Life and New Student Programs

- Provided support and guidance for 27 first-year residents through transition into university life
- Created programming to develop community spirit and instill a positive attitude towards public service
- Coordinated fundraising event with 10 colleagues to aid victims of 2004 Tsunami in a residence community of >200 students, faculty and staff

TECHNICAL SKILLS

Proficient in Microsoft Word, Excel, PowerPoint and Access

First Aid, CPR and AED Certified

References Available Upon Request