**Sarah Wylder Deshpande**

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**Education**

University of Maryland, College Park, Maryland, Master of Fine Arts – Creative Writing 2009

Knox College, Galesburg, Illinois, Bachelor’s Degree – Creative Writing 2007

**Qualifications**

* Experienced at scheduling and data entry in a small office environment
* Excellent writing, editing,proof-reading and research skills
* Customer service experience
* Experienced in carrying out basic administrative task**s**
* Experienced at proof-reading and editing web content, correspondence, and grant-proposals for non-profit organizations
* Two years of experience teaching academic writing at the college level
* Proficient in Microsoft Office Suite, exposure to both Mac and PC platforms
* Educational background in creative writing, environmental studies, and the visual arts
* Experienced in using social media such as Facebook and Twitter

**Selected Work Experience**

**LL Bean Retail Store, Tysons Corner, VA 22101**

Kid’s Department Representative (seasonal)

Dates Employed: November 2010-present

Salary: $10.16 per hour

Supervisor: Kristen Watkins, Phone: (703) 288-4466, ex. 79017

* Providing excellent and upbeat customer service to parents and kids
* Register, stocking, and straightening

**The University of Maryland, Dept. of English, 1116 Tawes Hall, College Park, MD 20742**

Teaching Assistant (English 101: Introduction to Academic Writing)

Dates Employed: August 2007 – May 2009

Salary: $16,600 per academic year

Supervisor: Mr. Scott Eklund, Phone: (301) 405-3771

* Created syllabus, lesson plans, PowerPoint presentations, on-line course content, assignments, and group activities
* Taught 1-2 sections of English 101 per semester; covered composition, rhetoric, research skills, grammar, and recognizing and writing to a specific audience
* Met individually with students to discuss their work and their concerns
* Read and gave feedback on written assignments
* Consistently received good feedback from students and mentors

**Uncle Billy’s Bakery and Cornucopia Natural Foods, 83 S. Seminary, Galesburg, IL 61401**

Store Clerk/Assistant Baker

Dates Employed: October 2006 – June 2007

Salary: $7.00 per hour

Supervisor: Mrs. Susan Lyons, Phone: (309) 342-6111

* Customer service
* Opened and closed the store, performed inventory, stocked shelves
* Supervised the work of high-school age employees

**Knox College Libraries, 2 E South St, Galesburg, IL, 61401**

Circulation Clerk

Dates Employed: February 2005 – May 2007

Salary: $6.50 per hour

Supervisor: Ms. Anne Giffey, Phone: (309) 341-7246

* Checked in materials, collected fines, processed reserve materials
* Helped students find materials
* Categorized archival materials
* Data entry

**Volunteer Experience**

**EarthRights International, 1612 K Street, NW, Suite 401, Washington, DC 20006**

Communications Intern

Internship Dates: Sept. 2009 –Dec 2009

Supervisor: Mr. Brad Weikel, Phone: (202) 466-5188

* Wrote and edited a proof-of-concept video for the organization’s co-founders
* Conducted social media research to determine how EarthRights can better use Facebook, Twitter, RSS feeds, and e-mail alerts
* Updated the organization’s website by categorizing archival content and marking articles for needed updates; researches and writes new web content
* Worked to launch the organization’s new blog

**Save America’s Forests**

Media & Communications Intern

Internship Dates: November 2008 – April 2009

Supervisor: Mr. Carl Ross, Phone: (202) 544-9219

* Composed letters and marketing materials for a variety of audiences including congressional staffers, scientists, and the general public
* Researched marketing tactics used by other environmental non-profits to see how those tactics could be used by Save America’s Forests
* Researched, drafted, and edited grant proposals and letters or inquiry

**AccountAbility**

Research Assistant

Internship Dates: July 2008 – November 2008

Supervisor: Ms. Nina Inamahoro, Phone:(646) 495-1624

* General scheduling, correspondence, internet research support, and administrative work
* Created complex spreadsheets to organize data for a potential public-private partnership with British Telecom
* Frequently spoke on the phone with stakeholders to arrange meetings
* Wrote summaries and reports for senior management