

KAITLIN M

GEOGRAPHY: Northern California and Bay Area, Southern California

INDUSTRY: Consulting/Management, Education: General, Environment/Sustainability,
Finance/Banking, Start-Ups

Experience

Accounting Manager at Scripps College Store

August 2014-Present

- ❖ Liaison between student-run store and Scripps College Business Administration. Manage and maintain store website. Prepared and presented business plan to Administration and utilized problem-solving and teamwork skills to transition store website from WordPress to e-commerce format.

Research Intern at the SFCED

June 2014-August 2014

- ❖ Researched and produced quarterly economic reports on the San Francisco Bay Area, as well as researching and developing a report on venture capital activity while working at the San Francisco Center for Economic Development (SFCED).

Student Assistant in Scripps College's Dean of Faculty Office

September 2012-Present

- ❖ Assist with special projects, file management, and handling of confidential information.

Intern to United States Senator Jon Tester

May 2013-July 2013

- ❖ Conducted healthcare implementation research. Drafted constituent correspondence for Senator. Assisted with coordination and execution of Montana State Capital summer educational event.

Research Assistant

March 2012-June 2013

- ❖ Research Assistant for Scripps College's Department of American Studies. Navigated, compiled, and analyzed historical 1970's busing data to assist Professor Delmont's research.

Education

Scripps College, Claremont, CA

Expected May 2015

Economics Major, **Cumulative GPA of 3.51**. Courses taken in International Economics, Econometrics, French, Calculus, Environmental Studies and Writing.

Corona del Mar High School, Corona del Mar, CA

Spring 2011

Girl's State Delegate; Newport Beach City Council Youth Representative; Youth and Government Legislative Committee Chair. National Honor Society, Junior Statesmen of America, and Madrigals Choir.

Skills

- ❖ Microsoft Word, PowerPoint, Excel, Office
- ❖ Google Docs, Facebook, Twitter, Instagram, Vine
- ❖ Proficient with STATA12
- ❖ Proficient in French