

SIMONE B

GEOGRAPHY: Mid-Atlantic, Northeast, Southern California

INDUSTRY: [Event Planning](#), [Government/Public Policy](#), [International Relations](#)

Scripps College; Claremont, CA — August 2012-May 2015

Bachelor of the Arts in Hispanic Studies, Minor in Politics and International Relations

Hamilton College Academic Year in Spain; Madrid, Spain — January-May 2014

California Lutheran University; Thousand Oaks, CA — August 2011-May 2012

SKILLS

- Fluent in Spanish
- Customer service experience providing guidance to college students in need of career assistance
- Knowledge of current social networking trends in Facebook, Twitter, LinkedIn & Google Plus
- Very familiar with Microsoft Word, Excel, Powerpoint, Outlook, Photoshop, Windows, Macintosh, SPSS

EXPERIENCE

Administrative Assistant, Grounds Department, Claremont, CA

September 2014-Present

- Took pictures and organized all paperwork to submit for grass rebates through the California Water Initiative
- Completed supplies requests, helped to organize department, performed opening and closing duties

Student Intern, Scripps College Stewardship Office, Claremont, CA

Sept 2012-Dec 2013

- Organize spreadsheets with student and scholarship information in order to best match students with scholarships
- Assist Assistant Director of Stewardship office with all administrative tasks necessary to effectively run office

Intern, Bonamici for Congress, Portland, OR

Jan 2012; May-Aug 2012

- Lead intern for DCCC fundraiser with Nancy Pelosi, organized caterers, entertainment, guest list and donations
- Organized and filled out call sheets, completed research projects, and fulfilled mailings
- Helped plan and execute fundraising events through food order placements and preparation of event locations

LEADERSHIP EXPERIENCE

Planned Parenthood Global Youth Advocacy Fellow

April 2012-Dec 2012

- Attended the Commission on Population and Development at the United Nations as an NGO advocate
- Went to Washington, D.C. to attend a leadership conference
- Planned events at Scripps College with the pro-choice group on campus such as clinic escorting

Claremont Port Side Staff Writer Claremont, CA

Sept 2012-Present

- Write articles for both print and online editions of magazine on prevalent topics on campus and around the country
- Authored cover story about issue of campus rape for October 2012 print edition

College Democrats Club President, Thousand Oaks, CA

Sept 2011-May 2012

- Founded club by recruiting other officers and submitting all required information to receive club and budget approval
- Prepared all agendas and ran meetings with other officers to inspire political action among students
- Planned and ran an event to register students to vote

ACTIVITIES AND HONORS

California Lutheran University 2011-2012 Dean's List Scholar