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GEOGRAPHY: Northeast, Northern California and Bay Area, Southern California

INDUSTRY: [Event Planning](#), [Finance/Banking](#), [Human Resources/Recruiting](#), [Technology](#), [Start-Ups](#)

EDUCATION

Scripps College, Claremont CA

Expected May 2015

Bachelor of Arts, Organizational Studies, GPA: 3.3/4.0

- Awards: Dorothy Drake Scholarship, Samella Lewis 2014-2015 Scholarship
- Relevant Coursework: Organizational Theory, Microeconomics, Macroeconomics, Global Leadership, Women's Roles in Society

PROFESSIONAL EXPERIENCE

Office of the Board of Trustees, Scripps College, Claremont CA

Sept 2014 – Current

Intern

- Assist in quarterly board meeting preparation, intermittent committee meetings, and yearly retreat
- Support College's diversity initiatives, programming, and cross-campus promotion for Sustained Dialogues Campus Network and other workshops on issues of inclusivity
- Provide student perspective on range of College community issues as requested

Media Services at Scripps College, Claremont CA

Jan 2012 – Current

Student Intern

- Responsible for conference support, board meetings and retreats; support media set-up for faculty, staff, and students around campus
- Support office administration by directing phone calls, filing paperwork, and making photocopies
- Oversee check-out process for students borrowing media equipment
- Supported EVP

City National Bank, Los Angeles, CA

Jun 2014 – Aug 2014

Private Client Services Intern

- Supported EVP of Private Client Services on research and projects designed to improve efficiency and identify prospects
- Assisted Team Lead and Private Bankers in a regional office with internal marketing projects

Residential Life at Scripps College, Claremont, CA

Aug 2013 – May 2014

Resident Advisor

- Supported 86 students in a residence hall to acclimate them into Scripps community through programming, mediation, and crisis intervention/response
- Acted as a liaison between students and administration
- Designed 8 programs each semester, planned independently and as a part of the Residence Life team

Panda Restaurant Group, Los Angeles, CA

May 2013 – Aug 2013

Learning and Development Intern

- Assisted project managers and team specialists in internal motivational campaign
- Oversaw Rosetta Stone English program; performed data analysis reports for online training
- Created Leader's Guides to help associates acclimate to company culture
- Improved efficiency by initiating tools such as Formstack and training manuals

LEADERSHIP EXPERIENCE

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| • <i>Student Activities Chair</i> , Scripps Associated Students (SAS) | May 2014 – Current |
| • <i>Co-Treasurer/Event Photographer</i> , Activities Team (A-Team) | Sept 2011 – Current |
| • <i>Student Representative</i> , Office of Black Student Affairs Advisory Committee | Apr 2014 – Current |
| • <i>Student Representative</i> , Scripps College's VP/Dean of Students Search Committee | Jan 2014 – May 2014 |
| • <i>Team Leader</i> , New Student Program | Aug 2012 – May 2013 |
| • <i>Vice President</i> , Wanawake Weusi | Aug 2012 – May 2013 |

ADDITIONAL

- Computer: Microsoft Office, iWork
- Social Media: Facebook, Twitter, Instagram