

GRACE L

GEOGRAPHY: Mid-Atlantic, Northeast, Pacific Northwest

INDUSTRY: Education: General, Consulting/Management, Fundraising/Development,
Government/Public Policy, Human Resources/Recruiting

EDUCATION

Scripps College, Claremont CA, *Expected May 2015*

BA in Economics, minor in Hispanic Studies, GPA 3.7, Dean's List: Fall 2012, Spring 2013

Hamilton College, Madrid Spain, *January - May 2014*

Academic Semester in Spain, Centro Universitario de Estudios Hispánicos

American University, Washington DC, *August - December 2013*

Washington Semester Program, Global Economics and Business

WORK EXPERIENCE

Assistant Program Coordinator, U of O Summer Enrichment Program, Eugene, OR

April 2013-September 2014

Worked with the Program Coordinator to develop a two-week residential academic program
Created and administered a rigorous interview process to hire a staff of twelve counselors
Designed and led a four-day orientation curriculum to train staff in leadership skills and program procedures
Conducted daily all-staff meetings and weekly one-on-one meetings with staff members
Allocated and tracked a budget for all academic and recreational expenses
Coordinated and supervised the daily activities of more than 100 students and 20 staff
Analyzed program performance and provided reports containing advice for future marketing campaigns, student and staff recruitment, budget considerations, and curriculum critiques

Major Gifts Intern, EMILY's List, Washington, DC

September - December 2013

Completed prospective donor research using databases and FEC records
Prepared event briefings and call sheets for President Stephanie Schriock
Worked extensively with Raiser's Edge to update and maintain donor profiles

Financial Manager, PropertyOfZack.com, based in New York, NY

June 2012 - June 2014

Tracked and managed deposits, travel expenses, merchandise fees and revenues, and equipment costs for a music news website that hosts more than 750,000 monthly views
Provided corporate expense reports for SpinMedia, owner of the site
Oversaw investments in merchandise and other promotional services

Development Assistant, American University, Washington, DC

August - December 2013

Worked directly with Washington Semester Program Admissions to develop an outreach strategy
Maintained a database of hundreds of prospective and active students
Conducted phone calls to provide assistance and information to all students
Authored the communication approach for accepted and prospective students

Academic Tutor, Scripps College Academy, Claremont, CA

August 2012 - May 2013

Mentored and tutored 30 high-achieving, low-income, middle and high school students participating in a year-round academic assistance program
Developed personalized study curricula with students in order to best suit their academic goals

Barista, Motley Coffeehouse, Claremont, CA

August 2011 - present

SKILLS

- ▣ Computer Skills: Microsoft Office Suite, Adobe Creative Suite, Raiser's Edge, STATA, Social Media platforms (Facebook, Twitter, Tumblr, Wordpress, etc), HTML experience
- ▣ Professional proficiency in Spanish
- ▣ First Aid and Adult CPR/AED Certified