

## KATHERINE P

GEOGRAPHY: Mid-Atlantic, Midwest, Southern California

INDUSTRY: Education: General, Government/Public Policy, Law

### EDUCATION

**Scripps College**, Claremont, CA

May 2015

*Bachelor of Arts in Legal Studies and Psychology, Minor in Hispanic Studies*

Cumulative GPA: 3.5; Fall 2012 Deans List

**Universidad Católica Argentina**, Buenos Aires, Argentina

Aug. - Dec. 2013

### INTERNSHIP EXPERIENCE

*Information Technology Intern*, **Scripps College Office of Information Technology**, Claremont, CA

Jan. 2014 - Present

- Provide technological support for IT Department through assisting students one-on-one in the computer lab
- Improve the visibility of the IT department through posting on social media platforms such as Facebook and Twitter
- Assist in general technology troubleshooting, office support, and document creation such as the web, Word, and Excel

*Leadership Development Intern*, **Truman National Security Project**, Washington DC

May-Aug. 2014

- Planned and executed 10 policy briefings, 7 skill-building workshops, and 15 social events for members
- Wrote weekly newsletters for a community of 1,000 policymakers, politics and veterans
- Managed and manipulated membership data to produce targeted contact lists used to ensure that

*Legislative Intern*, **U.S. Senator Dianne Feinstein**, Washington D.C.

May – July 2013

- Conducted research and tracked legislation for the Judiciary Committee on immigration and federal courts
- Drafted correspondence for staff and for the Congressional Record
- Attended 10 committee hearings for the Senate Judiciary Committee to enhance my knowledge on policy matters
- Provided constituent services such as answering front desk telephones, organizing the Senator's schedule, sorting mail

### LEADERSHIP EXPERIENCE

*Team Leader & Peer Mentor*, **Scripps College New Student Program**, Claremont, CA

Aug. 2012 - May 2013

- Participated in 2 week-long intensive training, which included sessions on sexual assault response training, time management, stress, communication and campus policies
- Organized orientation events for 260+ attendees in collaboration with 40 other student leaders to help students' transition
- Provided transition support for 5 incoming students by meeting with them on a monthly basis, planning community-building events and social outings with a tight budget of \$10/student each semester

*Captain*, **Claremont Colleges Field Hockey Team**, Claremont, CA

Sept. 2012 - May 2013

- Organized, created, and led practices for 30 team members 2 times/week acting as team's coach
- Coordinated with administration at the Claremont Colleges about field space, storage, and home games
- Designed 8 team bonding events and team building activities in order to increase the effectiveness and fluidity of team

*Camp Counselor*, **JCC Apachi Chicago Day Camp**, Chicago, IL

June - Aug. 2012

- Led a group of 18 2nd grade girls to oversee camp-wide activities such as swimming
- Supervised bus route by taking attendance, controlling campers, and dictating changes in the bus route to the driver
- Developed close relationships with campers through interactions at camp and as babysitter to 4 campers

### ADDITIONAL EXPERIENCE

*Tour Guide & Overnight Hostess*, **Scripps College Admissions Office**, Claremont, CA

Sept. 2011 - May 2013

- Lead a weekly 1-hour tour to approximately 5 families per tour
- Informed prospective students and parents about the College to increase the number of applicants and awareness
- Hosted prospective students' overnight for the purpose of giving them a more in-depth view of the College and to offer a more personalized experience

*Blogger*, **Career Planning & Resources**, Scripps College, Claremont, CA

Jan. - May 2012

- Wrote weekly articles about career related topics for the Scripps community
- Researched and wrote 5 career-related articles that Scripps students were most concerned about
- Attended career-related panels and fairs for the purpose of enriching blog posts

### SKILLS

Language: Proficient in Spanish

Computer / Research: SPSS; Microsoft Word, Excel, and PowerPoint; LexisNexis; Academic Search Premier; ProQuest Congressional; JSTOR; Social Media: Facebook, Twitter, LinkedIn, Pinterest, WordPress, Omeka