

ALISON K

GEOGRAPHY: Geographically Flexible, Northeast, Pacific Northwest

INDUSTRY: [Environment/Sustainability](#), [Government/Public Policy](#), [Marketing/Advertising](#)

Education

Scripps College, Claremont, CA

Bachelor of Arts in Environment, Economics, and Politics, Expected May 2015

Experience

Pomona College Music Department, Claremont, CA

Head Usher, September 2013 – Present

- Provide customer service to attendees for events averaging 250 persons
- Accommodate the needs of all levels of attendees including handicapped customers
- Communicate and work with ushers and concert production manager on usher scheduling, hiring, management, and training

Legislative Revenue Office, Salem, OR

Intern, May 2014 – August 2014

- Researched and wrote a paper on how U.S. cap-and-trade policies use revenues to support low income households

Oregon Native American Business Network, Portland, OR

Intern, June 2013 – August 2013

- Researched federal grant applications for non profits
- Proofread grant applications before submission
- Researched, updated, and compiled media contacts from Native American newspapers and other Native American organizations around the country

Admissions Ambassador Team, Claremont, CA

Tour Guide February 2012 – May 2013

- Led tours for prospective students based on college guidelines and personal experience and adapted information based on group dynamics and interests
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Leadership Experience

Scripps Associated Students (SAS), Claremont, CA

Media Relations Chair (Elected Position), April 2013 – May 2015

- Create, design, and update media including event advertising, a weekly video blog, and the SAS website and Facebook page
- Host workshops to teach campus leaders basics in Photoshop and InDesign for use in their own advertising
- Collaborate with other SAS representatives to reach a greater proportion of the Scripps student body

Oregon Outdoor School

Student Leader, 2009, 2010, 2011

- Volunteered four weeks, October 2008, October 2009, September 2010, March 2011
 - Taught sixth graders about plant processes and native Oregon plant life
 - Encouraged inquiry based learning during field study
 - Acted as a camp counselor for groups of ten, fostering unity and collaboration within the group
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Skills

Proficient in Microsoft Office, familiar with WordPress, Weebly, Adobe Illustrator, Photoshop, and InDesign
Language: French (5 Years), Modern Standard Arabic (1 Year)