

## Education

---

**University of North Carolina at Chapel Hill (UNC-CH)**

**May 2016**

Bachelor of Arts in Comparative Literature, with Distinction

## Professional Experience

---

**Development Assistant, Duke University Development, Major Gifts, Durham, NC**

**July 2016-Present**

Provides advanced level of direct administrative support, including but not limited to: arranging meetings, travel and events, recording gifts and pledges accurately, drafting high level correspondence and briefings, conducting research, providing technical and logistical support

## Other Experience

---

**Assistant Organizer, Save Carrboro Green Spaces Movement, Carrboro, NC**

**May 2016-June 2016**

Created website/social media/design content, canvassed for local environmental movement

**Outreach Coordinator/Advocate, Community Empowerment Fund, Chapel Hill, NC**

**February 2014-May 2015**

Ran internal communications, general body meetings, & blog; provided relationship-based financial planning & education to individuals experiencing poverty and/or homelessness

**Co-Chair/Volunteer, Homeless Outreach Poverty Eradication (HOPE), UNC-CH**

**August 2013- August 2015**

Managed administrative/organizational duties, linked HOPE projects, created fundraisers & educational events, led writing workshops at men's homeless shelter, attended activism trainings

**Intern, North Carolina Women of the Land Nonprofit, Chapel Hill, NC**

**January 2015-May 2015**

Created marketing materials, fundraised, & labored on non-profit promoting women in agriculture

**Content Writing Intern, LRNGO, Houston, Texas**

**May 2014-July 2014**

Wrote content articles for start-up promoting world-wide learning exchange

## Honors

---

**Fellow, Young People For**

**2015-2016**

Participated in leadership development program concentrating on understanding justice, grassroots organizing, fundraising, & sustainable project development

**Delta Psi Xi Fraternity (St. Anthony Hall)**

**2014-2016**

Member of literary & arts fraternity; served as Rush Chair, Outreach Coordinator, Grant Writer

## Skills

---

**Proficiency:** MS Office Suite, HTML/CSS, Social Media, WordPress, Adobe Suite, Final Cut Pro

Conversational French & Spanish speaking/reading/writing