

Education

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

May 2016

Bachelor of Arts in Comparative Literature, with Distinction

Professional Experience

Triangle Residential Options for Substance Abusers, Inc. (TROSA), Durham, NC

May 2018 – July 2018

Communications and Outreach Assistant; Contract

Created and managed communications collateral including but not limited to: maintaining website, creating and circulating social media content, writing client success stories, designing print material, supporting event execution, writing press releases

Duke University Development, Major Gifts, Durham, NC

July 2016-April 2018

Development Assistant

Provided advanced level of direct administrative support for three frontline fundraisers, 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

Community Empowerment Fund, Chapel Hill, NC

February 2014-May 2015

Outreach Coordinator, Advocate

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

Homeless Outreach Poverty Eradication (HOPE), UNC-CH

August 2013- August 2015

Co-Chair, Volunteer

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

North Carolina Women of the Land Agricultural Network, Chapel Hill, NC

January 2015-May 2015

Intern

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

Learning Referral Network Growth Organization (LRNGO), Houston, Texas

May 2014-July 2014

Content Writing Intern

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

Continuing Education

Center for Documentary Studies at Duke University: Documentary Video Institute

2016

Yanapuma Spanish School at Cuenca, Ecuador: three weeks of intensive Spanish study

2015

Honors

Young People For Fellowship (A Project of People for the American Way Foundation)

2015-2016

Participated in leadership development program concentrating on understanding justice, grassroots organizing, fundraising, and 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, Social Media, WordPress, HTML/CSS, Adobe Suite, Video Production, Final Cut Pro
Conversational French & Spanish speaking/reading/writing