

Caroline Kessler

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OBJECTIVE

To obtain a position utilizing my strengths in writing, community development, and international work

PROFICIENCIES

Microsoft Office
Adobe Photoshop,
Illustrator, inDesign
Macintosh OS
Windows
AP Style

PUBLICATIONS

Nonfiction feature stories published in *New Voices*, *Presentense*, *schmooze* and *The Tartan*

Multiple original poems in *The Susquehanna Review*, *Grub Street*, *Organic*, *Collision*, *Anderbo*, *Dossier*, and *Print Oriented Bastards*

HONORS

Andrew Carnegie
Society Scholarship
Rosenthal Margaret
Morrison Scholarship
CMU Press Poetry Prize
CMU Adamson Award,
2nd Place – Poetry
Senior Honors Thesis

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
Bachelor of Arts in Creative Writing
Minor in Religious Studies
GPA: 3.8/4.0, Dean's List, High Honors
Pondicherry University in Puducherry, India // Spring 2011
Expected graduation // December 2011

EXPERIENCE

Office of the Dean of Student Affairs

Administrative Assistant / Fall 2010 - present / Pittsburgh
Copy edit materials, design posters, address sensitive student issues
Front desk reception, data entry, schedule coordination, CMS

Forum for Dialogue Among Nations

Goldman Fellow / Summer 2011 / Warsaw, Poland
Developed writing style guide, collaborated on three grants
Assisted with logistics and participated in of 4-city study tour
Edited, designed donor reports for the largest educational program

Deeplocal, Inc.

Marketing Assistant / Summer 2010 / Pittsburgh
Wrote blog entries, monitored social media, sought new clients

INVOLVEMENT

IMPAQT Program, Carnegie Mellon

Ambassador / 2008-present / Pittsburgh & Doha
Traveled to our campus in Qatar in 10-person delegation
Coordinated selection and interview process for new members
Distributed \$25,000+ in travel, project funds with a committee

Alumni Relations Office, Carnegie Mellon

Highland Ambassador / 2010-present / Pittsburgh

Hillel-Jewish University Center, Pittsburgh

Member, Student Advisory Committee (2010)
Religious and Cultural Vice President, Keshet (2008-2009)

The Oakland Review, Carnegie Mellon

Editor-in-chief (Fall 2010), Poetry Editor (2009-2010)
Reader on the editorial board (2008-present)

Plant to Plate, University of Pittsburgh

Community Chair / 2009-2010 / Pittsburgh