

Pamela Orlowska  
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### Education

Boston University	2011- Present
<ul style="list-style-type: none"><li>• Bachelor of Arts, History major, Art History minor</li><li>• Degree anticipated May 2015, Current GPA: 3.31</li></ul>	

### Work Experience

Museum of Fine Arts Research Development Intern	02/2015 - Present
<ul style="list-style-type: none"><li>• Completes various projects pertaining to the museum database</li><li>• Works closely with Development department to create donor profiles</li></ul>	

Grassroots Campaigns 08/2014	02/2014-
Lead Foundations Manager, Field Manager, Canvasser.	
<ul style="list-style-type: none"><li>• Engaged with the public to inform about and fundraise for a particular cause/organization</li><li>• Adapted and taught new tactics in communication and persuasion</li><li>• Responsible for the team and relevant paper work; compiled and verified all Field Manager paperwork</li></ul>	
Cashier.	
<ul style="list-style-type: none"><li>• Examined, verified and processed Donor Contribution forms</li><li>• Recorded and archived Donor, Canvasser and Contribution data</li><li>• Inquired about and fixed inaccurate and incomplete data</li></ul>	

Agganis Arena Ticket Office Associate 04/2013	09/2012 -
Ticket Seller.	
<ul style="list-style-type: none"><li>• Engaged with the public in the form of customer service and various ticket sells</li><li>• Managed a multi-lined phone network and related office work</li></ul>	

### Volunteer and Additional Experiences

History and Literature London Programme	09/2014- 12/2014
<ul style="list-style-type: none"><li>• Completed an intensive research project including primary research at national archives</li><li>• Studied the Art History of England accompanied by tours of the museums and galleries</li><li>• Acted as a middle man between students and faculty as History Programme Representative</li></ul>	

Harcerstwo (ZHP) - Polish Boys and Girls Scouts 08/2014	07/2011-
Co-founder and organizer of the Boston group.	
<ul style="list-style-type: none"><li>• Planned and ran meetings for children ages 6 to 11 and for children ages 12 to 17</li><li>• Organized and chaperoned trips and functions including fund raisers</li><li>• Raised group participation and presence within the community</li></ul>	

Boston University Residence Office West Resident Hall Associate (RHA)	09/2011- 05/2012
<ul style="list-style-type: none"><li>• Participated in monthly RHA meetings</li><li>• Reported back to peers at floor meetings about different events and activities planned by the RHA</li><li>• Notified RHA and worked to resolve any concerns or constructive criticism that the floor may have had</li></ul>	

### Awards and Recognitions

Boston University's Menino Scholar  
Dean's List, Spring 2014, Fall 2014  
Member of the Sigma Alpha Lambda Chapter  
Robert Kupiecki's (Polish Ambassador to the U.S.) Recognition for Outstanding Work 2007, 2008

#### Computer Skills

Work Experience in Microsoft Programs (Word, Excel, Ect.)  
Intermediate skills in Mediator, Adobe Photoshop, Alice and HTML