

Pamela Orlowska
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Education

Boston University 2011- Present

- Bachelor of Arts, History major, Art History minor
- Degree anticipated May 2015, Current GPA: 3.31

Work Experience

Museum of Fine Arts 02/2015 - Present

Research Development Intern

- Completes various projects pertaining to the museum database
- Works closely with Development department to create donor profiles

Grassroots Campaigns 02/2014-08/2014

Lead Foundations Manager, Field Manager, Canvasser.

- Engaged with the public to inform about and fundraise for a particular cause/organization
- Adapted and taught new tactics in communication and persuasion
- Responsible for the team and relevant paper work; compiled and verified all Field Manager paperwork

Cashier.

- Examined, verified and processed Donor Contribution forms
- Recorded and archived Donor, Canvasser and Contribution data
- Inquired about and fixed inaccurate and incomplete data

Agganis Arena Ticket Office Associate 09/2012 - 04/2013

Ticket Seller.

- Engaged with the public in the form of customer service and various ticket sells
- Managed a multi-lined phone network and related office work

Volunteer and Additional Experiences

History and Literature London Programme 09/2014- 12/2014

- Completed an intensive research project including primary research at national archives
- Studied the Art History of England accompanied by tours of the museums and galleries
- Acted as a middle man between students and faculty as History Programme Representative

Harcerstwo (ZHP) - Polish Boys and Girls Scouts 07/2011-08/2014

Co-founder and organizer of the Boston group.

- Planned and ran meetings for children ages 6 to 11 and for children ages 12 to 17
- Organized and chaperoned trips and functions including fund raisers
- Raised group participation and presence within the community

Boston University Residence Office 09/2011- 05/2012

West Resident Hall Associate (RHA)

- Participated in monthly RHA meetings
- Reported back to peers at floor meetings about different events and activities planned by the RHA
- Notified RHA and worked to resolve any concerns or constructive criticism that the floor may have had

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