

Ingrid Kaplan

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EDUCATION

The Pennsylvania State University
Bachelor of Science, Psychology May 2013

State College, PA

Montclair High School

June 2009, Graduated with Honors, National Honor Society
Two Sport Scholar-Athlete all four years, Varsity Soccer Captain

Montclair, NJ

WORK

Project Unbreakable

Montclair, NJ

EXPERIENCE

Administrative Assistant Intern (June 2014 - Present)

Aimed at giving a voice to survivors of sexual assault, domestic violence, and child abuse.

- Administrative functions include: calendar management, organizing meetings, making travel arrangements, creating and editing documents and organizing office to run efficiently.
- Arranging and organizing all merchandise orders; ensure they are sent in a timely fashion.
- Review and proofread correspondence, presentations, brochures, publications, reports and invoices.

Old State Clothing Co.

State College, PA

Merchandise Sales Associate (August 2013 – May 2014)

- Provided exceptional customer service and sales assistance to Penn State alumni, parents and students.
- Completed administrative tasks such as updating the inventory, answering phones, taking merchandise orders and scheduling employees.
- Assumed manager role during owner's absence.

Childcare

New Jersey and Pennsylvania

Nanny (May 2009 – October 2014)

- Provided occasional childcare in Montclair and Penn State for multiple families, children ages 3 to 12
- Took care of young children full-time (45 hours/week) in Montclair during the summers of 2010-2013; responsibilities included tutoring and aiding with homework; preparing meals; providing transportation to and from regularly-scheduled activities; and engaging the children in mentally stimulating, physically challenging, and creative activities.

LEADERSHIP & ACTIVITIES

Penn State University Sailing Team

State College, PA

Head THON Chair (2010- 2013)

THON (IFC/Panhellenic 46 Hour Dance Marathon)

THON is the world's largest student run philanthropy; established to raise funds to conquer pediatric cancer with monies going to the Hershey Medical Center and the Four Diamonds Fund. In 2013, \$12.5 million was raised, with the Penn State Sailing Team raising over \$14,000.

- Sent out weekly emails with pertinent information.
- Communicated with Penn State administrators; planned and scheduled meetings.
- Recruited new club members, coordinated and organized club meetings and outings.

Scholar Athlete

- Played on a nationally ranked soccer team for 15 years
- Varsity soccer captain from 2008-2009
- Penn State intermural soccer team 2009-2013
- 2012 & 2013 All-State Half Marathon Finisher

SKILLS

MS Word, Excel, PowerPoint, Access and Outlook; Type 75 WPM, social media savvy.

INTERESTS

Running, playing soccer, reading, writing.

