**Ingrid Kaplan**

5 Oxford Street **|** Montclair, NJ 07042 **|** (973) 710-7575 **|** Ingykap@gmail.com

EDUCATION **The** **Pennsylvania State University** StateCollege, PA

*Bachelor of Science, Psychology* May 2013

**Montclair High School** Montclair, NJJune 2009, Graduated with Honors, National Honor Society

Two Sport Scholar-Athlete all four years, Varsity Soccer Captain

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 & **Penn State University Sailing Team** State College, PA

ACTIVITIES *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.