

Ashley Auger

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Education:

University of Massachusetts Amherst, BA degree expected Spring 2012

Majors: Political Science, History

GPA: 3.5

Work Experience:

Verite

Amherst, MA

Intern, Spring 2012

- Bibliographic research, fact-checking, and editing for various publications on global labor rights and child labor.
- Assisted in the preparation of presentations for prospective and current clientele.
- Administrative tasks including management of expense reports, filing, answering phones, etc.

Center For Education Reform

Bethesda, MD

Education Policy Research Intern, Summer 2011

- Attended various panels Researched and reported on current issues in education policy and charter school law
- Responsible for qualitative and quantitative data collection and analysis
- Worked in Fundraising/Development department coordinating an electronic system to organize and track donor relations.
- Researched prospective donors and utilized social media platforms to help communicate with potential and existing donors.
- Helped organize D.C.-based and national events for fundraising and outreach
- Administrative tasks such as answering phones, welcoming guests and visitors, filing, mass-mailing and outreach distribution

University of Massachusetts Amherst Engineering Development

Amherst, MA

Administrative Assistant, 2010-2011

- Worked with software programs to track and organize donor profiles
- Processed donations received by the College and sent letters of acknowledgement.
- Helped schedule and coordinate alumni events and fundraising events on campus.
- Performed administrative tasks including answering phones, filing, created and managed Excel spreadsheets, etc.

Massachusetts Coalition Against Discrimination

Springfield, MA

Legal Intern, Summer 2010

- Met with complainants and drafted legal complaints of discrimination for sufficient cases
- Investigated claims, issued subpoenas for further information from parties, drafted legal dispositions of discrimination.
- Coordinated/assisted in investigatory conferences between counsel of complainant and counsel of respondent to settle cases

University of Massachusetts Amherst Student Government

Amherst, MA

Lieutenant Governor, 2008-2010

- Elected by student body to serve as a representative for 3,000 students in Central Residential
- Allocated a budget of over \$9000 to be distributed in various on-campus activities for students.
- Created and oversaw distribution of monthly newsletters informing students of university news, policies, and activities
- Held weekly office hours, made monthly written/oral reports to the Student Government Secretary for Student Affairs.
- Coordinated small events such as dances, movie nights, seasonal events

Computer Skills:

- Proficiency in Microsoft Office programs including Word, Excel, Access, PowerPoint, Publisher, Outlook
- Proficiency in online academic database research
- File-maker Pro

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Reference Contact Information:

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*supervisor Spring 2012

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*supervisor/coworker Spring 2012

Paula Sakey Director of Development, College of Engineering, UMASS Amherst
(413) 545-0282 psakey@ecs.umass.edu
*supervisor 2009-2011

Heather Demers Assistant Director of Stewardship, UMASS Amherst
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*supervisor 2009-2011