EXPERIENCE:

**U.S. Bureau of Labor Statistics** Washington, DC August 2010 – March2011

*Economist:* Wrote descriptive statements and analyzed data for the Occupational Outlook Handbook. Conducted searches on current labor trends and interpreted statistics from demographic surveys. Interviewed professional associations and documented findings on factors affecting employment.

**Cooperative Federal** **Credit Union** Syracuse, NY June 2009 - June 2010

*Financial Services Innovator; AmeriCorps VISTA Member*: Supported compliance by reviewing new regulations on the Credit CARD Act, Regulation E, and Regulation CC. Developed written materials for disclosures of prepaid debit card, stop payment, as well as updated certificates of deposits. Arranged and explained a PowerPoint presentation on red flags. Outreach included attending monthly meetings with the Onondaga Citizens League on renewable energy. Researched and assisted with the implementation of courtesy pay and Customer Relationship Management services.

**Marlborough Public Schools** Marlborough, MA December 2008 – April 2009

*Substitute Teacher*: Assumed the duties and teaching responsibilities of the classroom teacher. Instructed and distributed class assignments in addition to monitoring student groups. Assisted staff with student learning activities for classes held at the school library and computer lab.

**Peace Corps** Sagarejo, Georgia June 2005 - August 2007

*Nonprofit Developer:* Acquired skill in grant writing, project planning, and community needs assessment for three separate projects geared towards education and health.

Originated and wrote a project to reconstruct and re-equip the Regional Hospital’s Gynecological Department, working within alocal nonprofit. Determined project needs by interviewing the surgeon along with the director of the hospital for surgical and labor rooms servicing 100-150 patients a month. Corresponded and secured funding from the U.S. Department of State Small Reconstruction Projects for a renovation of $10,000 in addition to a donation of medical equipment and instruments valued at $217,000 from Counterpart International. Recognized for leadership role and written grant during opening ceremony by Deputy Director for Humanitarian Programs in Europe and Eurasia.

Collaborated with coworkers too expand nonprofit into a Women’s Information Center through the Peace Corp’s Small Project Assistance program. Collected and distributed pamphlets on healthy practices for newborns to 40 women, including the Azeri population, during three seminars. Coordinated and observed two training sessions on project management and proposal writing for non profits in the region. Initiated and monitored a class on women in conflict zones for 10-15 college level students.

Prepared budget and wrote project plan to establish a small computer lab for a local Youth House through funding from Peace Corps Partnership Program. Taught and developed curriculum for English classes for physicians and students. Speak the Georgian language at the functional proficient level.

**FleetBoston Financial Corporation** Waltham, MA June2004 - April 2005

*Loan Control Assistant*: Prepared small business loan accounts,reviewing each account’s six month cash flow and verified line of credit. Corresponded with branch offices concerning loan application requirements and promoted customer service survey. Performed administrative tasks in maintaining a filing system to facilitate loan retrieval and trained several new hires.

**Heifer Learning Center Overlook Farm** Rutland, MA January 2004 - May 2004

*Receptionist:* Maintained accounts receivable for the gift store. Organized outgoing email lists, addressed questions regarding information on the center, distributed welcome packets to guests, introduced volunteers, and prepared educational packets for classes.

**Federal Reserve System** **Board of Governors** Washington, DC June 2001 – July 2001

*Intern; Division of Research and Statistics*: Used Excel to generate tables of data from theSurvey ofConsumer Finances (SCF). Conducted on-site searches for workingpapers based on SCF data to update online bibliography. Attended and observed the proceedings of a Board of Governors.

**Center of Concern** Washington, DC July 2000 – August 2000

*Intern;* *Gender, Trade and Development Project*: Improved information on organization’s web site and filed materials. Searched for and reviewed academic articles on international trade. Represented and summarized meeting results for conferences at the U.S. Department of State and non-governmental organizations.

**University of Michigan** Ann Arbor, MI September 1999 - April 2002

*Independent Research Participant:* Researched literature on the topic of school choice and the relationship between health and income. Reviewed and summarized articles on school vouchers, student outcomes to attending charter schools, and barriers to parental involvement. Gathered datafrom the National Household Education Survey on students based on gender, race, and family involvement. Conducted library research and reviewed working papers on the relationship between health and income. Analyzed data and acquired proficiency in the statistical package Stata.

EDUCATION:

**University of Michigan** Ann Arbor, MI

Bachelor of Arts Economics April 2002