

CAROLINE FULLER

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EDUCATION

Occidental College, Los Angeles, CA
Bachelor of Arts, Major: Physics; Minor: Mathematics
Trustee Scholar

5/21

Las Lomas High School, Walnut Creek, California
High School Diploma

Received 6/17

EXPERIENCE

Admissions Office, Occidental College, Los Angeles, CA
Campus Tour Guide

8/18-Present

- Lead group tours of campus in order to promote enrollment
- Answer questions about campus services and student life to give visitors a better sense of our college
- Present the campus in a positive and enthusiastic manner

Conference Services, Occidental College, Los Angeles, CA
Summer Conference Assistant

5/19-8/19

- Coordinated facilities, catering, and housing in order to ensure well-being of conference guests
- Worked with Campus Safety, Facilities Management, and Campus Dining to provide communication between on-campus programs and campus departments
- Prepared program invoices and handled department inventory to guarantee accurate department records

Boundless Brilliance, Los Angeles, CA
Presenter

9/17-6/19

- Taught elementary students science with experiments and activities of our own design in order to promote and empower girls to pursue interests in STEM fields

Disability Services, Occidental College, Los Angeles, CA
Course Notetaker

1/20-Present

- Lead group tours of campus in order to promote enrollment

Diablo Ballet, Walnut Creek, CA
Volunteer

3/17-5/17

- Organized ticket distribution and seating at Diablo Ballet performances to promote efficiency and successful performance management
- Distributed promotional emails in order to communicate with company subscribers

SKILLS

Technical: Proficient in Mac and PC Operations, Microsoft Office (Word, Excel, PowerPoint), Google Drive, Internet Research, Intermediate-Level Python, Java, R, and HTML

Language: Intermediate-Level Spanish