

# Helen Guo

5491 Altschul New York, NY; 512-709-7785; [hrg2121@barnard.edu](mailto:hrg2121@barnard.edu)

## EDUCATION

**Barnard College of Columbia University**

Bachelor of Arts, Political Science

May 2017

## PROFESSIONAL EXPERIENCE

**Residential Life and House at Barnard College, Office Assistant**

November 2013-Present

- Greeted and answered questions for students and parents walking into the office and directed them to the appropriate director
- Administrative work, such as: sending emails, making copies, running errands, and answering phone calls

**Wendy Davis Campaign/Battleground Texas, Fellow**

June -August 2014

- Managed and taught volunteers how to organize/plan events and make effective phone calls
- Made persuasion and volunteer recruitment phone calls, entered detail oriented data and block walked
- Organized weekly phone banks, block walks, and events working to persuade Texans to vote for Wendy Davis

**Organizing for America, Fellow**

May-November 2012

- Planned large-scale phone banks by meeting with volunteers one-on-one and hosting team-wide meetings.
- Made over 6,000 Texas and Florida calls and entered data into Votebuilder
- Organized and trained teams of volunteers in different areas of Austin, from 13 years old to 80 years old
- Named one of the youngest Fellows in the state of Texas

**Jumpstart, Core Member**

September 2013-May 2014

- Prepared session plans: gathered/organized materials and defined words in weekly books
- Oversaw preschoolers and ensured their engagement in activities such as reading, writing, and active listening
- Taught children the skills needed to improve their understanding/comprehension of letters and words

**Barnard Babysitting Agency, Nanny**

August 2013-Present

- Responsible for two children, 9 and 11 years old
- Checked homework, prepared meals, pick-up/drop-off duties, and light household chores
- Three times a week, 9-12 hours per week

**Speech and Debate Team, Officer**

August 2012-June 2013

- Selected by debate coach to oversee a team of 20 students
- Developed lesson plans for class and edited debate cases
- Competed in local, state, and national tournaments

**Elevation Burger, Cashier/Employee**

April-June 2013

- Worked with food preparation and cleaning
- Cashier handling money and greeting customers

## LEADERSHIP

**Student Government Association, Committee on Instruction**

October 2014-Present

- Provided a student perspective to discussions about policy change
- Supported faculty and staff in formulating education policy
- Reviewed syllabi for new courses and offered commentary about grade distribution and course load

**Alpha Omicron Pi, Philanthropy Committee**

February 2014-December 2014

- Implemented and planned monthly philanthropy events: made crafts, organized groups and delegated jobs

**Peer Assisted Leadership and Sharing, Mentor**

August 2012-June 2013

- Mentored elementary school children with social and academic issues
- Provided an safe and warm environment for children to share and grow

## SKILLS

Adult and Pediatric First Aid/CPR/AED Certified

Language: Oral proficiency in Mandarin Chinese

Computer: Proficiency: VAN (voter database), Microsoft Word, Excel, Powerpoint, and various forms of Social Media