

SAM DUFFY

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Albany, CA 94706

EDUCATION

BS, English	UC Berkeley, May 2024
Thesis: "Polishing the Tarnished: Narrative Evolution From One Hundred Years of Solitude to Oscar Wao"	
GPA: 4.0/4.0	
ADT, English	Gavilan College, May 2022
GPA: 3.98/4.0	

HONORS AND AWARDS

Highest Distinction in General Scholarship , UC Berkeley	2024
Highest Honors in the Major , UC Berkeley	2024
Inducted into Phi Beta Kappa , UC Berkeley	2024
Summer Undergraduate Research Fellowship , UC Berkeley	2023
Michael Moore Scholarship , UC Berkeley	2023
Esther Costales Forman Memorial Scholarship , Gavilan College	2022
The John Baker Scholarship , Gavilan College	2022

RELEVANT COURSEWORK

Technical Foundation: C++ Programming I, Webpage Authoring, Digital Media Design
Literary Research Methods: Humanities Research, Research Seminar, Honors Seminar

SKILLS

Technology & Platforms: Microsoft Office, Google Suite, Adobe, WC Online, Banner, Alma, Basic webpage management, OpenRefine
Event & Program Coordination: Scheduling, student outreach, workshop facilitation
Communication: Report writing, presentations, public speaking
Budget Management: Expense tracking, resource allocation

LANGUAGES

English: Native Language
Spanish: Intermediate Reader, Novice Speaker and Writer
Japanese: Novice Reader, Speaker, and Writer

PROFESSIONAL EXPERIENCE

Gavilan College, Program Services Specialist
Gilroy, CA

Aug 2024 to Present

- Provides program support services to students in specialized college programs.
- Supervises and mentors 30+ students, peer tutors, and staff, providing trainings for professional development and performance evaluations.
- Established a new program data collection system, reducing the time needed to collect student information and streamlining the analysis of program data, allowing a quickened means of addressing changes in student needs.
- Advocates for further opportunities for students; current work surrounds adding positions for undocu-students through the use of fellowships, something new to Gavilan College.
- Responsible for program budget management and use, informed by student and programs needs.

The CODEX Foundation, Intern
Berkeley, CA

Aug 2023 to May 2024

- Studied letterpress machinery and typesetting skills.
- Wrote, created, and printed a poetry chapbook, intertwining literary expression with printing.

Gavilan College, Instructional Program Specialist
Gilroy, CA

Jan 2022 to Aug 2023

- Supervised and mentored 30+ tutors, enhancing skills through personalized coaching.
- Scheduled tutor availability across multiple campuses and programs utilizing WC Online, ensuring schedules met both student and program needs.
- Managed the hiring, onboarding, and weekly training for fall 2022 recruitment, recruiting a diverse team of 20+ tutors and developing writing and equity skills.
- Created promotional materials, boosting Writing Center visibility and engagement.

Gavilan College, Peer Tutor
Gilroy, CA

Aug 2020 to Dec 2022

- Provided one-on-one writing and research support through both face-to-face and online modalities, enhancing student access and skills.
- Collaborated with instructors and staff to develop personalized success plans, promoting academic achievement and literacy development.
- Fostered a welcoming learning environment for diverse student populations while maintaining confidentiality and adhering to institutional policies.

PROFESSIONAL DEVELOPMENT

UndocuAlly Certification, UndocuScholars, Gavilan College
Ongoing training in supporting undocumented student success.

Oct 2024

LEADERSHIP & CAMPUS INVOLVEMENT

Gavilan College, Gavilan Literary Society Staff Advisor Sep 2024 to Present
Berkeley, CA

- Leads strategic development of literary programs.
- Fosters student engagement in writing and critical thinking.

Bowles Hall, Low-Income @ Bowles Co-Lead Feb 2023 to May 2024
Berkeley, CA

- Co-founded group and secured funding for events, managing budget proposals.
- Spearheaded initiatives to increase the visibility of disadvantaged students.

Gilroy Library, Workshop Facilitator Jan 2024
Gilroy, CA

- Led and instructed an interactive zine-making workshop for LGBTQ+ youth.
- Empowered participants to share their unique perspectives through artwork.

Bowles Hall, Queer Affinity Group Co-Lead Oct 2022 to May 2024
Berkeley, CA

- Co-founded group and secured funding for events, managing budget proposals.
- Expanded