elizabeth.s.dixon@gmail.com

Education

May 2011 Wellesley College, Wellesley, MA.

Bachelor of Arts, Peace and Justice Studies

Coursework included: leadership and ethics, microeconomics and social psychology

Experience

2013-Present A Home Away From Homelessness, Program Coordinator, San Francisco, CA.

Tutored formerly homeless youth in math and science, modeling rigorous academic habits and improving school engagement and performance. Using personal network, connected three students with professionals in fields of their career interests, astronomy, music production and bike mechanics, to further inspire achievement.

2013 Farm and Wilderness Summer Camps, Nurse's Assistant, Plymouth, VT.

Organized and provided medical supplies for 5 health care centers serving 700 campers, administering medication to campers under the supervision of a Nurse Practitioner. Responded to medical emergencies by evacuating campers from backpacking trips. Accompanied campers to the Emergency Room for stitches, communicated between parents, camp directors, camp nurses, ER doctors and campers.

2012 - 2013 Presidio Graduate School, Academic Affairs Coordinator, San Francisco, CA.

Planned logistically smooth orientation, graduation and accreditation events. Created and maintained a spreadsheet tracking historical and current status of all academic collaborations and projects with other institutions updated at a weekly meeting with faculty. Collaborated with accrediting institution to ensure accurate data on students, faculty and course offerings.

2011 Farm and Wilderness Summer Camps, First Lodge Head, Plymouth, VT.

Led weekly one-on-one and lodge meetings to share information about the upcoming schedule, learn about problems that might be brewing and give feedback and affirmation. Sorted campers and counselors into cabins to facilitate community considering pre-existing friendships and duration of stay. Strong friendships formed. Developed relationships with parents, guiding them through pre-camp and drop-off, sending updates about camper activities, providing logistics for pick-up and assisting cabin staff to write and send post-camp letters about our experience with each camper.

2008-2009 Tufts Medical Center, Lab Technician, Boston, MA.

Ran western blots, performed genotyping, cultured and transfected cells using siRNA delivery, and conducted immunohistochemistry experiments in a study of the role of Akt in thyroid cancer.

Community Leadership

2013-Present Alternatives to Violence Project, Solano Prison.

Led community building and conflict resolution exercises with groups of 20 inmates. Program is designed to provide space for inmates to share their stories and think critically about the decision making patterns they have learned thus be more likely to reach for a non-violent solutions to conflict.

2009-2011 Sustainable Living Cooperative, Wellesley College.

Co-founded the Sustainability Cooperative setting an example and promoting environmentally friendly living practices on campus. As treasurer, established and ran financial system for collecting, spending and reimbursing grocery budget. Hosted events for activists to share best practices between Wellesley and Olin College. Led group retreats that built community. Created a culture of decision making by consensus that resulted in a community where everyone felt safe and practices were adjusted to be inclusive as possible.