**Linda Zhang**

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**EDUCATION**

**American University, School of International Service**  Washington, DC

*Bachelor of Arts in International Studies*; *Minor in Chinese*  May 2016

* + Areas of Emphasis: Environmental Sustainability and Global Health; Justice, Ethics, and Human Rights
  + Presidential Scholarship
  + Major GPA: 3.39/4.0 Cumulative GPA: 3.33/4.0

**Peking University,** **China Studies Institute**  Beijing, China *Semester Abroad* January-May 2016

**Honors**

* Major GPA: 3.39/4.0 Cumulative GPA: 3.33/4.0
* Presidential Scholarship

**LEADERSHIP AND VOLUNTEER SERVICE**

**Reading Partners**  Washington, DC

*AmeriCorps Site Coordinator*  August 2017 - Present

* Execute the daily operation of Reading Partner’s one-on-one literacy tutoring site at Payne Elementary
* Facilitate the enrollment and literacy achievement of fifty K-4 students, identifying areas of weakness and training tutors in implementing individualized interventions to optimize student success
* Implement training, coaching, and scheduling of 70+ tutors
* Actively communicate with teachers, administrators, and as well as parents to coordinate student tutoring schedules, share student progress and assessment data, and maximize collaboration

**City Year** Washington, DC

*AmeriCorps Member*  January-June 2017

* Collaborated with Kelly Miller Middle School faculty and ten-member team to design and implement schoolwide student engagement initiatives including the school’s annual Career Day and Numeracy Night
* Wrote lesson plans and executed math and social studies small groups that provided twelve under-performing students personalized interventions to improve their course performance
* Hosted weekly behavior coaching check-ins for eight students to support their social-emotional learning and encourage class attendance

**RELEVANT EXPERIENCE**

**Food and Water Watch** Washington, DC

*Community Organizer*  June 2017 – July 2017

* Canvassed door to door to educate local constituents and organize support against EPA budget cuts
* Successfully built relationships with over 200 contacts a week and exceeded weekly fundraising quotas

**Conservation International**  Arlington, VA

*Brand Intern*  June-August 2016

* Established partnerships to facilitate over a dozen global distribution opportunities for Conservation International’s “Nature is Speaking” film series amounting to half a million additional campaign views
* Audited available voice over, subtitling, and close captioning options for “Nature is Speaking” films and provided assistance pursuing new films in Spanish, Tagalog, Arabic, and Bulgarian
* Conducted competitor analysis of email practices employed by non-profit peers and computed open rates, click-through-rates, and unsubscribe rates across the organization’s segmented email list
* Provided project management support and monitored the community support inbox

**Friends of Nature (FON)** Beijing, China

*Waste Reduction Project Intern*  January-May 2016

* Piloted a pre-test surveying over twenty waste collectors and waste merchants for a research study aiming to quantify household generation of recyclables and the role of informal waste collectors in Beijing
* Compiled research and education material supporting Friends of Nature’s Waste and Life youth education program and Low Carbon Household Program
* Attended and composed briefings for over a dozen Friends of Nature programming events

**Worldwatch Institute** Washington, DC

*Social Media and Fundraising for Sustainability Intern* September-December 2015

* Spearheaded a young professionals event to reinvigorate the Worldwatch donor base and increase recognition for the institute’s research
* Worked in collaboration with the Marketing and Communication Director and a Taproot consultant to develop ideas and strategies for Worldwatch Institute’s rebranding campaign
* Researched non-profit best practices for social media and for designing fundraising emails, newsletters, and thank you letters sent to donors

**SKILLS**

**Computers:**

* Microsoft Outlook, Word, PowerPoint, and Excel; Adobe Premier and Audition

**Languages:**

* Chinese and Spanish (Intermediate verbal, reading, and writing)