

# Mara Greene

## SUMMARY OF QUALIFICATIONS

- Programming languages and other tech proficiencies: Java, Python, JavaScript, Scheme, MatLab, Latex, Premiere Pro, Word, Excel, PowerPoint, Google Drive
- Premiere Pro
- Held many leadership roles, extensive event planning and organizational skills

## EDUCATION

**Skidmore College** • Saratoga Springs • Fall 2017-current

**Major:** Computer Science

**Minor:** Business

**Landmark College** • Putney, Vermont • Fall 2016 – Spring 2017

**Gunn High School** • Palo Alto, California • Fall 2012 – Spring 2016

## WORK EXPERIENCE

**Instructional Technology Apprentices** *August 2018-Present*

- ITAP
- Worked on a project focussed on Open Educational Resources

**Office Assistant** *August 2018-Present*

- Student Academic Services

**Coding Instructor** *May 2018-August 2018*

- *Worked at Camp Edmo with ages 1st-8th teaching kids the basic of coding*
- *was in charge of teaching a classroom of 15-20 kids*

**Human Rights Watch** *May 2017-August 2017*

- Intern in outreach and development
- Compiled News Briefings for HRW
- Researched and compiled prospect briefing on potential donors
- General office work
- Wrote pieces for HRW's social media

**Campus Ambassador** *January 2017-May 2017, Landmark College, Putney, Vermont*

- Leader for the college
- Led tours and welcome new and prospective students
- Speaker on Panels

**Gym Manager** *January 2017, Landmark College, Putney, Vermont*

- Managed college gym during open hours

**Steve and Kate Camps** *June 2016- August 2016, Palo Alto, California*

- Videographer
- Camp Counselor
  - Directed, created, and edited videos for the camp
  - Oversaw a group of 20 plus campers

## **LEADERSHIP ACTIVITIES & INTERESTS**

### **Skidmore College • Fall 2017- Present**

#### **Computer Science Club**

- Vice President
- Founding member

#### **Student Entertainment Committee • Fall 2017-Present**

- Events Organizer- member of executive board
- Help set up concerts for entire student body

#### **Transfer Orientation Leader • Fall 2018**

- **lead orientation for transfer students**
- **attended a panel for transfer students**

#### **Outdoor Club • Fall 2017-present**

- club member

#### **Women's Club Ice Hockey Team • Fall 2017-Present**

#### **Intramural Soccer Team • Spring 2018**

### **Landmark College • Fall 2016 – Spring 2017**

#### **Phi Theta Kappa, National Honor Society • Spring 2017**

#### **Student Government • Fall 2016- Spring 2017**

- Executive Secretary
- Part of Student Government Cabinet

#### **Soccer Team • Fall 2016- Spring 2017**

- Captain for both seasons
- Ran and organized practices

#### **Basketball Team • Fall 2016**

### **Gunn High School • Graduated Spring 2016 (Fall 2012-Spring 2016)**

#### **Student Government • Fall 2015 – Spring 2016**

- Special Event Commissioner
- Planned, Created and Organized events for the entire student body
- Acted as a voice for the student government

#### **Bnai Brith Youth Organization • Spring 2014 – Spring 2016**

- President of Palo Alto chapter
- Vice President of Programming

- Vice President of Recruiting
- Treasurer
- Organized and planned events for 50 plus people
- organized the calendar for youth group
- Lead events and weekly business meetings
- Oversaw a board of 15 people- weekly calls and planned board trainings
- planned two conventions for 70 plus girls

**Titan Broadcasting Network • Fall 2013 – Spring 2016**

- Executive Producer- directed, oversaw all segments for the class
- Segment Producer- directed, anchored and produced own segment
- Live Anchor
- produced video packages