NORA M. CALLAHAN

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EDUCATION

Northeastern University   Boston, MA
Candidate: Bachelor of Arts in International Affairs & Math   Expected graduation: May 2019

EXPERIENCE

MIT Tata Center for Technology and Design   Cambridge, MA
Communications Assistant   July-December 2018
- Created content for and managed WordPress and all social media accounts
- Wrote articles covering events and big announcements
- Aided during website redesign by creating visuals for web and writing html when needed
- Created material for symposium event including packet designed in Adobe InDesign

MainStreet Bank   Fairfax, VA
Credit and Loans Intern   May-August 2017
- Communicated with customers and providers to get required certificates of insurance
- Supported the team by completing timely administrative tasks such as mailing notices
- Navigated the online paid in full loan data base to log paid in full loans
- Organized vault and assembled and filed documents for paid in full loans

Doctors Council SEIU   New York, NY
Collaboration Council Intern   September-December 2016
- Organized data base for new System-Wide labor/management initiative
- Spoke with hospital staff and community members on important piece of legislation
- Wrote report on critiques and best practices for new labor/management initiative

United Students Against Sweatshops   Boston, MA
Regional Organizer   January-May 2016
- Fundraise for organization's National Conference
- Liaise between national staff and five Boston area chapters
- Coordinate new city-wide student committee

American Federation of Teachers   Washington, DC
Intern, Higher Education   June-August 2015
- Read through hundreds of statements on student debt submitted by members
- Checked on the status of state legislation
- Maintained website and wrote blog posts
- Contacted multiple locals in order to maintain lists

SKILLS & INTERESTS

Computer: Proficient- Microsoft Office Suite, HTML, Adobe InDesign, Familiar- JavaScript, d3
Language: Intermediate Spanish
*Interests***:** Running, Reading, Politics, Space News
Relevant Courses: Visual Journalism, Data Visualization Technologies

References Available upon request