8214 Queen Annes Dr, Silver Spring, MD 20910

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**EDUCATION**

University of Maryland, B.A. *Anticipated Graduation – 05/2017*

* College of Behavioral and Social Sciences: Economics and Government & Politics double major
* Relevant Coursework: Advanced Composition, Elections and Electoral Behavior, Methods and Tools for Economic Analysis, Scope and Methods for Political Science Research

**WORK EXPERIENCE**

Children’s Miracle Network Hospitals – Intern *1/2013-Present*

* Preparing fundraising campaign materials, working with Excel spreadsheets, providing administrative support to staff

2 Birds 1 Stone – *Server 3/2016-Present*

* Cocktail serving, relaying information about spirits, bussing tables

University of Maryland Observatory *–* *Staff Member 11/2013-Present*

* Setting up telescopes, interacting with public, working with staff members

Al Dente Ristorante *–* *Hostess, Busser, Server 07/2013-11/2015*

* Served guests, bussed tables, planned table seating for events and used OpenTable system, answered telephone, worked on advertisement for the company

Baja Fresh Mexican Grill *– Cashier 03/2012-07/2012*

* Dealt with money, general customer service, overall restaurant maintenance through cleaning and restocking materials

**PROGRAM & LANGUAGE SKILLS**

Minitab/Stata

* Worked on several class projects, developing and analyzing statistical models

CSS/HTML, Microsoft Office Suites

* Designed personal web projects and worked extensively with Excel spreadsheets

Photoshop/Final Cut Pro

* Created, edited, and published digital media content

**VOLUNTEER WORK**

Casa De Maryland Organization *– Executive Member 01/2012-02/2013*

* Aided in polling work and Deferred Action clinics

Montgomery County Public Schools *–* *Student Aid 09/2012-07/2013*

* Set up labs, graded papers, worked with students

Reaching Out To Our Youth (Harrison, NY) *– Student Mentor 02/2010-06/2012*

* Mentored children from Kindergarten to 5th grade in reading, math, and spelling

Community Service Project (Harrison, NY) *– Project Developer 01/2011-09/2011*

* Developed health and nutrition awareness project, aided in the development, advertisement, and execution of project

**INTERESTS & EXTRACURRICULARS**

Terrapin Astronomical Society – *Executive Member* *2013-Present*

* Works to develop outreach for the astronomy program

School newspaper at John F. Kennedy *– Editor-in-Chief 09/2012-07/2013*

* Edited and guided in student production of media content