

WILL J. DUNCAN

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Education

University of North Carolina at Chapel Hill

Graduated May 2018

B.A., Economics

GPA: 3.82/4.00

- **Study Abroad:** UNC in London: Honors Semester
- **Awards:** Carolina Scholar (merit-based tuition scholarship), Phi Beta Kappa, Honors Carolina (Top 10% of each incoming class), Omicron Delta Epsilon (economics honor society), Dean's List (2014-2018)

Work Experience

UNC Chapel Hill Study Abroad

London, United Kingdom

Program Assistant

Sept.. 2019 – Dec. 2019

- Mentored 32 honors students through their study abroad experience and respective internships
- Assessed performance for 2 courses, one of which was an internship
- Created and maintained databases on attendance and assignments
- Facilitated communication between students, professors, and various university resources through email, phone, and in-person dialogue

Life With Dignity

Peam Village, Cambodia

Economic Research Intern

Aug. 2018 – Aug. 2019

- Researching financial trends in Kampong Speu Province and reporting recommendations to local economic stakeholders
- Establishing and working with current markets to improve trade in and between villages
- Consulting with local businesses and using data to improve efficiency and increase revenue and profitability

The Courtauld Institute of Art

London, United Kingdom

Development Intern

Sept. – Dec. 2017

- Designed, composed, and dispatched monthly e-newsletters to alumni network of over 10,000 of highest ranked art history college in the UK
- Utilized and earned certification in Raiser's Edge fundraising Constituent Relations Management (CRM) software
- Updated records and highlighted potential major donors in global database containing over 75,000 records
- Analyzed gift breakdowns for the \$150,000 Annual Fund for 2017
- Edited and organized the annual Courtauld News report

Raising Up Hope

Kampala, Uganda

Budget Coordinator Intern

May – July 2017

- Generated initial budgets for all programs (6) to equal a total annual budget of \$260,309
- Organized and analyzed revenue and expenditures for 17 schools serving 109 students in our programs
- Created and initiated payroll tracking system for all members of the organization
- Spearheaded financial literacy programs (i.e. banking and budgeting) to 15 staff members
- Wrote, edited, explained and executed new contracts for all 8 teachers in the organization's primary school

Additional Experience

Novels

Charlotte, North Carolina

Follow Me

January 2020 - May 2021

- Wrote book of over 100,000 words
- Charted character arcs, dialogue styles, and personalities of more than 10 characters
- Completed 5 online colloquiums and over 80 hours devoted to exploring the writing process

Skills & Interests

Activities:

- Model UN: Chair ('14,'15,'17), Crisis Director ('16), Conference Treasurer ('16), Director of GA ('15)
- Eagle Scout (2010)

Skills: Twine, Stata, Java, Microsoft Office Suite, Blackbaud Certified in Raiser's Edge Fundamentals 2017, MailChimp, working proficiency in Mandarin, Excel Certified 2020