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## EDUCATION

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**Mary Baldwin University** Charlottesville, VA  
Candidate for Bachelor of Arts in Economics  
Minor in Drama  
**GPA: 3.07/4.0**

**May 2016**

**Northern Virginia Community College** Woodbridge, VA  
Associate of Science in Business Administration  
**GPA: 3.8/4.0**

**Spring 2014**

- Nominated for 3 selective scholarships

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## RELEVANT COURSEWORK

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Principles of Accounting, Introduction to Computer Applications & Concepts, Macroeconomics, Microeconomics, Calculus I & II

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## WORK EXPERIENCE

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**U.S. Department of Homeland Security** Washington, D.C.  
Office Automation Clerk

**June – August 2015**

- Developed cost modeling for security countermeasures
- Completed multiple data calls internally and externally for creation of accurate and reliable budgetary database
- Met tight demand for budgetary deadlines for the Department of Homeland Security
- Collaborated with coworkers in the division on a variety of field security information projects simultaneously

**Public Partnerships LLC, Virginia Department of Medical Assistance Services** Burke, VA  
Personal Attendant

**June – August 2014**

- Formed close relationship with special-needs teen through accompaniment and interaction in community activities
- Provided assistance with direct care needs
- Taught daily life skills such brushing teeth, tying shoes, reading, and personal safety

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## ACTIVITIES & VOLUNTEER EXPERIENCE

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**University of Virginia Residence Life Office**  
Resident Advisor

**August 2013 – Present**

- Organize 30-40 weekly events each year for 800 residents to foster community and facilitate learning
- Serve as general resource for students for a wide variety of issues concerning University life
- Mentor inexperienced Resident Advisors and guided their learning

**Pi Kappa Phi Fraternity**

**February 2013 – Present**

Historian and Alumni Relations Chair; Member

- Established and maintained relations with alumni members after little communication for years, resulting in enhanced involvement of alumni and continued engagement with members
- Coordinated with alumni to organize Chapter's 50<sup>th</sup> Anniversary, resulting in \$80,000 in fundraising which contributed to house renovations, scholarships, and future reunions
- Promoted annual philanthropy event which raised \$5,000 for PUSH (People Understanding the Severely Handicapped) America Charity which renovates facilities to make them accessible to handicapped individuals

**Adopt-a-Grandparent, Madison House Volunteer Organization**

**February 2013 – Present**

- Engage in fun and meaningful activities with seniors at the Charlottesville Health and Rehab Center
- Dedicate one hour per week to the program

**Alternative Spring Break Service Learning Trip** Death Valley, NV

**March 2015**