

NON-PROFIT STUDENT
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MB xxxx Brandeis University · Waltham MA 02454

EDUCATION

Brandeis University, Waltham, MA Expected 2009
B.A. in Politics and International Global Studies; Minor in Legal Studies (expected)

RELEVANT EXPERIENCE

Human Rights Campaign, Washington, DC May 2007 – Aug 2007
Nation's largest LGBT equal rights organization

Board Relations Intern

- Compiled and edited contributions for Annual Report 2007
- Assisted in planning of board conferences, including venue and caterer research
- Provided on-site assistance to Board Relations Coordinator during Summer Board Meeting
- Managed official correspondence to and from Board of Directors and Board of Governors

Gay & Lesbian Advocates & Defenders, Boston, MA Jan 2007 – May 2007
Public Interest legal rights organization providing litigation, advocacy, and education

Special Events Intern

- Aided in organizing Winter Party 2007, including mass mailings, telephone solicitation
- Procured auction items through solicitation and donor stewardship
- Managed database of donor and event information and performed data entry
- Provide on-site assistance, including program setup and supervising event volunteers

Triskelion (GLBTQSA Alliance), Brandeis University May 2006 – May 2007
Brandeis activist organization for queer outreach, activism, education and networking

General Coordinator

- Facilitated weekly general and executive meetings
- Developed leadership transition manual and new documentation policies
- Renewed alumni connection for better networking and additional support in addressing LGBT issues
- Oversaw many successful events ranging from dances, to speakers, to protests, to policy changes

Queer Resource Center, Brandeis University May 2006 – Jan 2008
Brandeis education and service organization working toward safety and comfort for queer students

General Staff

- Provided resources to interested students during office hours on topics involving religion, legal resources, relationships, substance abuse, religion, and their intersection with gender and sexuality.
- Presented diversity education programs to students in each first-year residence hall
- Compiled resource lists for an array of gender and sexuality issues

Julian Castro for Mayor Campaign, San Antonio, TX Aug 2004 – Jun 2005
Mayoral campaign for then city councilman Julian Castro

Intern/Volunteer Coordinator

- Mapped Block-Walking routes by precinct using software for grassroots election
- Worked with Diversity Center and high schools to encourage GLBT and student support
- Phone-banked to increase attendance for fundraising events

ADDITIONAL EXPERIENCE

Sociology Department Research Assistant, Brandeis University, MA Jan 2008 – Present
Assistant to Dr. Wendy Cadge

- Identify and code themes in compiled fieldwork research and interviews for upcoming book
- Perform academic research on topics of religion in healthcare

Liquid Latex Performance Art/Dance Group, Brandeis University, MA May 2006 – Present
Co-Coordinator

- Set fund raising record by organizing an on-campus dance
- Coordinate with dancers, choreographers and officers to organize 2007, 2008 Show

Student Union Club Support Committee, Brandeis University, MA Sep 2006 – Present
Non-Senate Co-Chair

- Meet bi-weekly to provide resources for campus student leaders
- Create supplement to Student Leadership Handbook to assist club leaders