

## Section (S.L.) Lines

12 Straight A Way • Ann Arbor, MI 48104  
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### Education

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May 2006 **University of Michigan** *Ann Arbor, MI*  
*Bachelor of Arts, Organizational Studies; Minor, Cultural Anthropology*

- GPA: Organizational Studies x.xx/4.00, Anthropology x.xx/4.00, Overall x.xx/4.00
- Studied abroad at Charles University in Prague, Czech Republic Feb 2005- June 2006
- University Honors 2003, 2004

### Experience

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2003-Present **Alternative Spring Break (ASB)** *Ann Arbor, MI*  
*Lead Team Member*

- Oversee recruitment of 350+ students to participate in University of Michigan's ASB
- Design and facilitate bi-weekly Education and Training sessions for site leaders

*Site Leader* *Brooklyn, NY*

- Led Service trip for ten University of Michigan students to Flatbush Boy's and Girl's Club

Summer 2005 **Executive Development Associates, Inc.** *San Francisco, CA*  
*Intern*

- Planned and Managed sales events in New York City, Chicago, and Oakland, CA, resulting in forecasted revenue increase of \$38K
- Responsible for office management and events coordinating tasks while critical employees on leave for extended period, ensuring continuity of client relations
- Maintained close internal ties with the sales, finance and management teams, serving as central figure in organizational information flow
- Onboarded new members to Executive Peer Networks, communities of practice providing strong peer relationships among senior HR professionals in large companies.

2003-2005 **University of Michigan** *Ann Arbor, MI*  
*Research Assistant*

- Conducted interviews contributing to research cited in USA Today and presented at the American Psychological Association's 2005 annual meeting, with focus on perceived impact in the workplace
- Co-author of academic article, "Identity Construction in Service Work: Meaning-Making through Difference-Making"

Summer 2004 **Dominick's Restaurant** *Ann Arbor, MI*  
*Server*

- Managed time effectively to coordinate orders and ensure quality service in a fast paced environment
- Developed strong interpersonal and communication skills while interacting with co-workers and customers

Summer 2003 **Lam and Associates** *Kalamazoo, MI*  
*Community Relations Intern*

- Created brochure for Kalamazoo Country Club's 75<sup>th</sup> anniversary golf invitational
- Wrote article for Borgess Hospital Foundation's website to facilitate donations for underprivileged women in need of breast cancer screening
- Established evaluation system for High on Heros Scholarships, determining recipients of \$500-\$1000 award

### Additional

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- Have had repeated experience working in community consulting through classroom projects
- Ongoing dedication to community service
- Traveled extensively through 13 European countries
- Experience with Microsoft Excel, PowerPoint, Inflow, Salesforce and Quickbooks

