

## EDUCATION

**Georgetown University**, Georgetown College, Washington, DC  
Bachelor of Arts, May 2007  
Major: Government, Cumulative GPA: 3.5/4.0, Dean's List (2 Semesters)

Georgetown University's Villa le Balze, Florence, Italy  
Fall 2005; one of 30 Georgetown students selected to participate in the program.

## EXPERIENCE

**MBNA Career Education Center**, Georgetown University

*Career Assistant*, Spring 2004, January 2005-present

- Research internship opportunities and compile career resources and information for students
- Develop creative advertising initiatives for outreach programs
- Classify and input statistical data

**The Georgetown Times**, Georgetown University

*Assistant Leisure Editor*, August 2004-present

- Assist Leisure Editor in copy management, article planning and layout
- Write reviews and feature stories with an emphasis on international films
- Train writers and assistants for distribution of over 2,500 weekly issues

*Staff Writer*, October 2003-May 2004

- Wrote weekly reviews and feature stories on topics such as university/community relations
- Interviewed nationally recognized stand-up comic

**Calvert County State's Attorney**, Prince Frederick, MD

*Legal Intern*, Summer 2003, Summer 2004

- Worked independently in conducting extensive legal research to create a case database for use by the State's Attorney and his assistants
- Performed administrative and clerical duties

## EXTRA-CURRICULAR ACTIVITIES

**Residential Judicial Council**

*Council Member*, Fall 2004-Spring 2005

- Served as a council member on Georgetown's Residential Judicial Council, and assessed incident reports of student code violations
- Facilitated weekly case hearings, and interacted with culpable students to discuss disciplinary procedures

**Caminando Unidos ("Walking Together")**, Cuernavaca, México

*Volunteer*, January 2003-March 2003

- Served as a volunteer mentor, educator and leader for three months at a charitable organization in Cuernavaca, México
- Supervised underprivileged and homeless Mexican children and taught hygiene, reading, writing, and other life skills

## TECHNICAL & LANGUAGE SKILLS

- MS Office: Word, Excel, PowerPoint, Outlook; WordPerfect, Adobe Photoshop
- Advanced Spanish (speaking, reading, writing, comprehension)
- Intermediate Italian (speaking, reading, writing, comprehension)