**First and Last Name**

Address | Email | Phone

## EDUCATION:

State University of New York at New Paltz, Graduated *cum laude* May 2019

 **Bachelor of Arts, Double Major in Political Science and Women's, Gender, and Sexuality Studies**

 Combined Major GPA3.53

 University of Granada, Spain, Spring 2018

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## INTERNSHIP/VOLUNTEER EXPERIENCE:

**Human Trafficking Intern, Bureau of Refugee and Immigrant Assistance/NYS OTDA,** *Summer 2018, New York, NY*

* Updated and maintained a comprehensive database of confirmed victims of Human Trafficking in NYS through follow-up phone interviews with law enforcement, other state agencies and service providers
* Attended relevant conferences and trainings as the office correspondent; attended meetings and participated in conference calls for the Coordinator of NYS Human Trafficking and Unaccompanied Children Programs when necessary.

**Head Intern, Democracy Matters,** *Spring 2018, New Paltz, NY*

* Led two other interns and all New Paltz Chapter members in organizing events to advocate for campaign finance reform.
* Collaborated with other chapters and organizations to petition and lobby for Fair Elections in NY.
* Hosted workshops on the influence and impact of “big money” in politics.

**Research and Intake Intern, Law Offices of Ashok Karmaker, Esq.,** *Summer 2017, Queens, NY*

* Assisted client intake through conduction of phone interviews and data entry; worked specifically with clients seeking asylum or applying for Deferred Action for Childhood Arrivals by researching relevant laws and policy and analyzing affidavits; generated digital records of inconsistencies and points of interest in client files to relay to the supervising attorney.

**Administrative and 3rd Space Response Team Intern, Audre Lorde Project,** *Summer 2017, New York, NY*

* Revised and updated the ALP resource database to ensure member access to necessary services through LGBTSTGNC- friendly providers; provided clerical assistance by updating, editing and filing documents.
* Contacted press and provided on-site support for the 3rd Annual Bedford-Stuyvesant Pride event.

**Intern, Women in Need Center,** *Summer 2016, Flushing, NY*

* Organized fundraising events such as the 19th Anniversary Gala and the first annual WINC Masquerade Ball for the Prevention of Domestic Violence; maintained client files; helped select and contact guest speakers for WINC events.

**International Intern and Conversation Leader, Pueblo Ingles,** S*ummer 2015, Cazorla, Spain*

* Taught Spanish students conversational English through workshops on topics such as American slang and NYC culture.

## LEADERSHIP AND ACTIVITES:

**Vice-Chairwoman of the SA Programming Board, SUNY New Paltz Student Association,** *Fall 2017 – Spring 2019*

* Presided over the Board in the absence of the Chairwoman; reviewed and signed paperwork to authorize all fund requests.

**Programming Board, SUNY New Paltz Student Association (SA),** *Fall 2016 – Spring 2019*

* Member of an elected 8-person student board that approves and allocates the SA yearly budget.

**Study Abroad Student Ambassador, Center for International Programs,** *Fall 2017 – Spring 2018*

* Promoted study abroad programs at events through tabling and Q&A sessions.

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## ESL Conversation Partner for Haggerty English Language Program, SUNY New Paltz, *Fall 2017*

* Partnered with international students to help with conversational English and homework.