**Courtney Caby Larson(5.23.1988)**

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***EDUCATION***

**UNIVERSITY OF SAN DIEGO San Diego, CA**

*Bachelor of Arts in Psychology August 2009*

 *Sociology & Gender Studies Double Minor GPA:* 3.4/4.0

* Completed Undergraduate education in three years
* Dean’s List First Honors Spring 2007;Second Honors Spring 2008 - Fall 2008

***FOREIGN STUDY***

**UNIVERSITY OF SAN DIEGO London, England**

 **London Three Week Summer Program** *Summer 2009*

* Course study with excursions and guest speakers of British scholarly and cultural life
* Explore major elements in moral philosophy, with a focus upon moral and cultural diversity

 **UNIVERSITY COLLEGE CORK Cork, Ireland** **Semester Exchange Program** *Fall 2008*

* Participated in the Early Start Program, an intensive four-week course in Irish studies with excursions
* Courses taken at UCC with Irish students in psychology and sociology, focusing on independent research
* Lived in off-campus private housing with Irish students for direct cultural interaction
* Traveled to France, Germany, The Netherlands, and Spain in pursuit of cultural interest

**UNIVERSITY OF SAN DIEGO Guadalajara, Mexico**

 **Guadalajara Six Week Summer Program** *Summer 2007*

* Engaged in an intense academic experience held at ITESO University
* Practiced basic Spanish skills and discovered new means of communicating
* Lived with Mexican host family, experiencing the culture and language first-hand
* Partook in weekend excursions to other cities throughout Mexico

***LEADERSHIP***

**UNIVERSITY OF SAN DIEGO, WOMEN’S CENTER San Diego, CA**

 **Director of Women’s Center Issues** *Sept 2007 – May 2008*

* Brought relative women’s issues to the attention of the Women’s Center to raise awareness on campus
* Assisted Co-Director in planning and overseeing all programs sponsored by the Women’s Center
* Represented the Women’s Center as a member on USD’s Student Issues Board
* Organized the Women’s Center’s annual Sexual Assault Awareness Week:
	+ Formed planning committee; developed co-sponsorships with other student organizations
	+ Managed marketing strategies and materials for the week
	+ Organized and created events centered around sexual assault including:
		- *Take Back the Night March* held at nearby beach in the San Diego community
		- *Clothesline* *Project*, displaying expressive t-shirts on campus
		- Males-only education program led by one of America's leading anti-sexist male activists

 **UNIVERSITY OF SAN DIEGO, ALPHA PHI SORORITY San Diego, CA**

 **Member** *Jan 2007 – Lifetime*

 **Co- Dean’s Trophy Chair** *Jan 2008 – May 2008*

* Educated and informed chapter on the award; Served on the Marketing Committee

 **Chaplain** *Sept 2008 – Jan 2008*

* Conducted devotional services and inspirational and educational literary exercises
* Taught Alpha Phi rituals to chapter members

***COMMUNITY SERVICE***

**OUR LADY’S INN St. Louis, MO**

 **Volunteer** *Dec 2009*

* Helped emergency shelter/maternity home with various services including:
	+ Child care while mothers were at appointments or in classes
	+ Assistance in the main office and front desk answering phones and helping clients

**BOYS & GIRLS CLUB, TEEN CENTER San Diego, CA**

**Volunteer** *Sept 2007 – Dec 2007*

* Served as a mentor and positive role model to female teenagers
* Planned and led activities focusing on female empowerment

**ORPHANAGE Guadalajara, Mexico**

 **Volunteer** *Jun 2007 – Jul 2007*

* Participated in weekly educational and recreational activities with residents
* Used basic Spanish skills to communicate with children

**TWAIN HIGH SCHOOL San Diego, CA**

 **Mentor** *Sept 2006 – Dec 2006*

* Mentored and tutored individual students in math and English

***WORK EXPERIENCE***

**UNITED STATES CENSUS BUREAU San Diego, CA**

 **Nonresponse Followup (NRFU) Enumerator** *Apr 2010 – Present*

* Locate the NRFU addresses listed and determine the status of each on Census Day
* Conduct interviews based on Census Day status and record information provided by the respondent
* Recognized as a Top Producer with Top Quality Enumerator Questionnaires in crew

 **Crew Leader Assistant** *May 2010 – Present*

* Assist Crew Leader with various assigned or delegated tasks
* Aid Enumerators in making sure work is completed according to instructed procedures

**SAN DIEGO TRAVEL GROUP, ASKABOUTTRAVEL.COM San Diego, CA**

 **Internet Marketing & Web Consultant** *June 2008 – Apr 2010*

* Designed and built web pages using HTML code, FTP, and MS FrontPage
* Maintained web pages for www.AskAboutTravel.com and www.AskAboutHoneymoons.com
* Developed marketing strategies with marketing team
* Actively recruited marketing partners via email

 **Travel Agent** *Mar 2009 – Apr 2010*

* Researched available travel offers, developed price quotes, and booked reservations for clients
* Utilized sales skills while communicating with traveling clients via phone and email

**Internet Marketing & Web Coordinator** *Aug 2009 – Apr 2010*

* Managed website content and internet marketing including the use of social media websites such as *Facebook*
* Delegated a team of interns and oversaw all marketing projects

**UNIVERSITY OF SAN DIEGO, DEPARTMENT OF PSYCHOLOGY San Diego, CA**

 **Research Assistant** *Jan 2009 – May 2009*

* Worked 4 hours per week in psychology lab entering data in MS Excel and running subjects
* Assisted with recruitment and administration of large data collection projects
* Reviewed relevant lab materials and helped develop research methods for studies

**THE DEMOCRATS, PRIMACY GROUP INC. Lemon Grove, CA**

 **Canvasser** *May 2008 – June 2008*

* Encouraged voters to support candidate in local primary elections
* Navigated through unfamiliar neighborhoodsin vehicle with another canvasser
* Utilized verbal and communication skills while going door-to-door

**UNIVERSITY OF SAN DIEGO, COPLEY LIBRARY San Diego, CA**

 **Student Employee** *Sept 2006 – May 2008*

* Worked 11-15 hours per week checking out and shelving library materials
* Staffed service desk providing assistance to library patrons

***REFERENCES***

**Deborah Sundmacher**

*Gender Studies/English Professor & Mentor*

University of San Diego

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**Andrea Haag**

*Crew Leader*

United States Census Bureau

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**Michael Hennes**

*Supervisor*

San Diego Travel Group, Ask About Travel.com

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Email: Mike@askaboutit.biz