

## Relevant Professional Experience

- 2010 - 2011     **FIRST (For Inspiration and Recognition of Science and Technology)**     Manchester, NH  
<http://www.usfirst.org>  
*Americorps VISTA*
- Secured over \$6,000 in donations and in-kind services
  - Administered a \$15,000 grant to start new robotics programs in three underserved Philadelphia schools and two underserved Camden schools.
  - Recruited and trained new volunteers
  - Supervised up to 35 volunteers at robotics events
  - Planned events, coordinating robotics competitions with between 30 and 250 students in attendance.
- 2010     **Chester County Historical Society**     West Chester, PA  
<http://www.chestercohistorical.org/>  
*Educational Programming Intern*
- Developed 3 educational programs for the general public and elementary school students
  - Implemented an African American History continuing education program for Pennsylvania teachers
  - Developed and implemented day-long Frederick Douglass celebration
- 2008 - 2009     **Stone Pine Residential Group**     Durham, NC  
*Student Concierge*
- Developed and implemented 12 monthly social events for over 250 residents of large apartment complex
  - Operated with budget fluctuating between \$100 and \$700 per month
- 2007 - 2008     **America Counts, Duke University**     Durham, NC  
*Tutor and Teaching Assistant*
- Tutored 14 students in second through fifth grade, individually, in groups, and in the classroom
  - Developed strategies to overcome students' specific obstacles, including dyslexia and English as a second language
  - Successfully moved three failing students to passing grades
- 2005 - 2006     **Oberlin Student Cooperative Association**     Oberlin, OH  
*Membership Coordinator*
- Assigned and coordinated jobs for over 85 members in two Cooperatives
  - Filled vacancies and adjusted schedules as needed as members joined and left the Cooperatives
  - Reviewed new applications for Cooperative membership
  - Continually monitored attendance and evaluated performance in accordance with the Cooperatives' regulations

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## Additional Skills

- Administration (4 years)
- Member and Volunteer Management (2 years)
- Fundraising (1 year)
- Event Planning (2 years)
- Sales (3 years)
- Software: Linux (4 years), Raiser's Edge (1 year), HTML, CSS, PHP, and Javascript (1 year)
- Foreign Languages: Latin (10 years), Greek (4 years), Hebrew (4 years), German (3 years), Aramaic (2 years)

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## Education

- 2007 - 2009     **Duke University**     Durham, NC  
*Master of Arts* in Religion, concentration in ancient Judaism
- 2003 - 2007     **Oberlin College**     Oberlin, OH  
*Bachelor of Arts*  
Major: Religious Studies, Jewish Studies  
Minor: Latin
- 2006     **Harvard University**     Cambridge, MA
- Completed intensive 8-week Summer Language Program in ancient Hebrew