

Caroline Cambodia

carolinec@yahoo.com

Cell 123.555.5698

01274 Main St. Evansport, OH 43543

OBJECTIVE

To obtain a position in a non-profit organization

EDUCATION

Bachelor of Arts, Defiance College, OH, May 2012

Major: **International and Global Studies** Minor: **Religious Studies**

GPA: **3.96/4.0**

Senior Capstone Research Project: *From Hurricanes to TukTuks: Spanning the Globe with the McMaster School for Advancing Humanity*

RELATED COURSEWORK

Cultural Diversity

Beyond Volunteerism

Management and Organizational Behavior

Intercultural Communication and Technology

Global Sustainability

Conflict Resolution

Approaches to Religion

Religions of the East

INTERNSHIP

Habitat for Humanity, Defiance County

August 2010-December 2011

Intern

- Assisted the Executive Director with administrative and clerical duties
- Volunteered and performed necessary tasks at the build, including organization
- Formalized and compiled contact information by organizing and inputting data into the Keystone Database

WORK EXPERIENCE

Design for Leadership/Religion Department, Defiance College

August 2010-Present

Student Assistant

- Collaborate with faculty to design documents and procedures for transition to online courses
- Prepare written and electronic correspondence on behalf of Coordinator
- Assist division during events, including hosting and developing pamphlets for distribution
- Assist students with obtaining their courses and necessary information
- Handle students' records, files, payments, and sensitive materials
- Perform general clerical support including filing, copying, and faxing

Emilie's Photo Designs, Defiance, OH

June 2010-Present

Assistant Photographer/Receptionist

- Perform duties in QuickBooks, including making invoices, receiving payments and making client records
- Photograph weddings and perform wedding coordination duties
- Perform receptionist duties by handling scheduling and phone calls
- Interact with clients and order pictures

Circulation Desk, Pilgrim Library, Defiance College January 2009-Present

Student Assistant

- Input data into Millennium Circulation
- Collect and compile materials for shipment
- Assist patrons with scholarly research by searching through multiple databases
- Assist patrons with materials

RESEARCH/ACTIVITIES

McMaster School for Advancing Humanity, Defiance College, April 2009 - present

Cambodia Trip, December 2009 - January 2010

- Researched natural methods of birth control and presented findings and tools for use to the staff and clientele of the Cambodian Women's Crisis Center (CWCC)
- Presented at the McMaster School for Advancing Humanity Symposium, April 2009

New Orleans Trip, December 2009

- Researched causes and effects of the degradation of the wetlands and will create a brochure to raise awareness that will be sent back to the Turtle Cove Environmental Research Station at Southeastern Louisiana University
- Presented at the McMaster School for Advancing Humanity Symposium, April 2010

Habitat for Humanity, Defiance College Student Chapter, August 2009 - present

Conferences

- Nuremberg War Crimes Trial and Its Policy Consequences Today, October 2008
- Participant, Leadership Education and the Revitalization of Democracy Symposium, May 2009
- Moderator, National Collegiate Honors Conference (NCHC), October 2009

HONORS/PUBLICATIONS

- Full Tuition, Presidential Scholarship, Defiance College
- Alpha Chi, National Academic Honor Society
- Calista Olds Award for Excellence in Biblical and Religious Studies, Defiance College, 2009
- Deans List, Defiance College, all four years
- Published in the *McMaster School for Advancing Humanity Journal*, Vol. 4, Spring 2010 and Vol. 5, Spring 2011
- *Growing Service-Based Research: Through the McMaster School for Advancing Humanity, DC Students Can Conduct Research Worldwide*. Published in *Defiance College The Magazine* Summer 2008 Vol. 98 No. 1
- *Helping to Overcome Struggles: McMaster School Scholar Jennifer Creighton Finds the Value in Helping People in Crisis*. Published in *Defiance College The Magazine* Winter 2008 Vol. 98 No. 2
- *In the Words of a McMaster Scholar . . .* Published in *The Humanitarian: McMaster School Newsletter* Issue 1 October 2009

VOLUNTEER WORK

Events Coordinator, Carolyn M. Small Honors Program, Defiance College, August 2010 – present

- Researched and promoted events for members of the Honors Program

Habitat for Humanity, Defiance County, August 2010 - present

Scholarship Day, Defiance College, 2008 - present

Lil Bits Reading Mentoring Program, August 2007 - December 2007

COMPUTER SKILLS

Microsoft Office, QuickBooks, Keystone Database