

GEMBIRA GLOBAL

Seattle, WA * globalg@spu.edu * (425) 584 9308

OBJECTIVE

To work towards ending social injustice and poverty globally through serving people of all ages

SKILLS

- Ability to manage conflict and think under pressure
- Excellent promptness, time management, and organizational skills
- Experience working with babies, toddlers, elementary age children and adults
- CPR certified
- Language Skills: Hindi – native speaker; English – fluent; Spanish – proficient
- Computer Skills: proficient with Outlook, Word, Excel, Razor's Edge

EDUCATION

Bachelor of Arts, Global Development Studies

Expected March, 2016

School of Business, Government and Economics
Seattle Pacific University, Seattle WA

- GPA 3.7, Dean's List

EXPERIENCE

Intern, Landesa Rural Development Institute

2016 - Present

Seattle, WA

- Assistance with editing and re-writing fundraising letters
- Training with Outlook, Word, Excel and Razor's Edge

Intern, World Relief Refugee Resettlement Agency

2015

Kent, WA

- Facilitated the resettlement of refugees
- Served as an English as a Second Language Assistant Teacher
- Transported refugees to government offices to assist them in filing for benefits, social security cards, and supervised refugee children in waiting area
- Shopped for apartment items, sorted and organized gift-in-kind donations, provided front desk assistance

Nanny, Private Family

2012-2015

Thousand Oaks, CA

- Responsible for the care and well-being of two boys, ages 6 and 10
- Provided transportation, meals and assisted with light housework

Intern, Student's International Child Sponsorship Agency

2014

Antigua, Guatemala

- Assisted with shopping and event planning for field trips and holiday parties
- Led young adult meetings by creating presentations, preparing food and speaking
- Worked extensively with Excel

Children's Ministry Volunteer, Calvary Community Church

2010-2104

Westlake Village, CA

- Supervised 1st and 2nd grade boys and girls by teaching, engaging and playing with them
- Available in case of emergency, and demonstrated good sense of time management

SCHOLARSHIPS AND AWARDS

Dean's Scholarship

2015 – Present

Person of Promise Award

2016