

<b>Objective</b>	To work in the field of humanitarian aid or post-conflict reconstruction.		
<b>Summary</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of and work experience with international development programs.</li> <li>• Strong computer skills: experience and expertise administering Drupal websites, internet research, Microsoft Office, Commence, Sabre, and able to master new programs quickly.</li> <li>• Extremely organized and detail oriented.</li> <li>• Excellent writing skills: published work in a collection entitled, "China and Anti-Terrorism".</li> </ul>		
<b>Education</b>	<b>M.A. Degree Candidate, International Affairs</b>	<i>The New School University, New York, NY</i>	2009
	<b>B.A., Anthropology, East Asian Certificate</b>	<i>Ohio University, Athens, OH</i>	2002
	<b>Mandarin Language and Chinese Culture</b>	<i>School for International Training, Yunnan, China</i>	2001
	<b>Roman History and Art</b>	<i>John Cabot University, Rome, Italy</i>	1999
<b>Related Appointment and Internships</b>	<b>Board President, East African Center</b>		Jan 09-present
	A non-profit organization that helps communities achieve empowerment by increasing literacy for women and children, improving health status, and eradicating poverty.		
	<ul style="list-style-type: none"> <li>• Fundraising.</li> <li>• Overseeing finances and program development.</li> </ul>		
	<b>Development and Communications Intern, East African Center, Takaungu, Kenya</b>		Jun-Aug 08
	<ul style="list-style-type: none"> <li>• Conducted health surveys to evaluate community health center and health needs.</li> <li>• Developed system of communication between students and sponsors.</li> <li>• Taught English and math to primary school students.</li> <li>• Website and blog creation and administration.</li> </ul>		
	<b>Outreach and Communications Intern, African Refuge, Staten Island, NY</b>		Sep 08-present
	A community-based organization with the mission of improving the quality of life of African immigrants and refugees and other underserved families.		
	<ul style="list-style-type: none"> <li>• Conducting intake interviews of and assessing needs of Liberian immigrants.</li> <li>• Wrote and edited Fall 08 newsletter using Publisher.</li> </ul>		
<b>Employment History</b>	<b>Web Administrator, The New School, www.gpia.info, New York, NY</b>		Jan 08-present
	<ul style="list-style-type: none"> <li>• Generating content both technically using a Drupal (non html) platform and creatively for newly established website.</li> <li>• Administration of the site, posting announcements and events, and problem solving.</li> </ul>		
	<b>Travel Advisor, STA Travel, Chapel Hill, NC and New York, NY</b>		07
	<ul style="list-style-type: none"> <li>• Booked flights, organized trips, and arranged for accommodations while answering questions about foreign travel, study abroad, and insurance.</li> </ul>		
	<b>Administration and Marketing Manager, Broadreach, Raleigh, NC</b>		02-07
	<ul style="list-style-type: none"> <li>• Evaluated programs and assisted with program logistics.</li> <li>• Interviewed, hired, trained, and supervised administrative employees.</li> <li>• Coordinated marketing to hundreds of schools and implemented scholarship program.</li> <li>• Created new pages and wrote copy for website, posted online journals, monitored discussion boards, and selected photos for websites.</li> <li>• Edited photos and copy of brochures, worked in coordination with graphic designers on all marketing materials, designed t-shirts, and wrote creative briefs for marketing materials.</li> <li>• Performed, coordinated, and managed all administrative tasks such as daily mailing and shipping, order of office supplies, answering telephones, filing, data entry, and inventory.</li> <li>• Assisted leading two programs to the Caribbean and Costa Rica for students age 13 to 17.</li> </ul>		
<b>Publication</b>	Hill, Jenny. "Chinese Reactions to the September 11 <sup>th</sup> Attack." In <i>China and Antiterrorism</i> , (New York, NY: Nova Science Publishers, 2006).		
<b>References</b>	<b>Suzanne Jeneby</b> <i>Director, East African Center</i>	(703) 845.0208	sjeneby@eastafricancenter.org
	<b>Stephen Collier</b> <i>Professor, The New School</i>	(212) 206.3524 x2432	CollierS@newschool.edu
	<b>Snow Roberts</b> <i>Assistant Director, Broadreach</i>	(919) 256.8200	sroberts@gobroadreach.com