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EDUCATION

University of Pennsylvania, Graduate School of Education, Philadelphia, PA

M.S.Ed. in Higher Education Management, August 2005

Course work includes: Budgeting and Resource Allocation, Institutional Research, Strategic Planning, Group Processes, Statistics, Governance and Administration, Faculty and Academic Programs, Contemporary Educational Issues, History of American Higher Education, School and Society

Bryn Mawr College, Bryn Mawr, PA

A.B. in History, with a minor in French, May 2002

Thesis: "A Swindling Concern?: Lady Shoplifters in Victorian America"

WORK EXPERIENCE

University of Pennsylvania, Philadelphia, PA

Assistant to the Director of Regional Alumni Club Programs (February – May 2005)

- Served as liaison to the Alumni Programs Committee of the Council of Recent Graduates
- Arranged for speakers from the University to address the members of the Regional Alumni Clubs
- Organized Alumni Weekend events
- Answered letters from alumni regarding the Alumni Council

Bryn Mawr College, Bryn Mawr, PA

Admissions Interviewer, Travel Coordinator (September – December 2004 and 2005)

- Conducted interviews with prospective students and submitted reports to the Office of Admissions
- Planned travel schedules for admissions counselors

Barnard College of Columbia University, New York, NY

Admissions Counselor (July 2002 – June 2004)

- Recruited students within the Northeast region, from New Jersey to Maine
- Conducted interviews, read applications, and made recommendations to the admissions committee
- Headed projects involving student-aided recruiting, overnight visits, phone-a-thons and responses to prospective student inquiries

Bryn Mawr College, Bryn Mawr, PA

Admissions Representative (2001 – 2002): One of three seniors selected to serve on the admissions committee

Tour Guide (1999 – 2002)

Volunteer, Development Office (1998-2002)

ADDITIONAL EXPERIENCE

- Board Member – Alumnae/Student Committee of Bryn Mawr College, 2003 – present
- Board Member – Union of Recent Eastern College Alumni (Philadelphia chapter), 2002 – present
- Founder, Business Manager – Bryn Mawr Night Owls (*a cappella* singing group), 1999 – 2002

Carmen Hernandez

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Objective

Seeking a position as a study abroad advisor at a college or university.

Profile

- ◆ International experience with students from diverse cultures, through teaching, living, and traveling abroad.
- ◆ Familiar with college admissions practices through work as an undergraduate liaison
- ◆ Strong counseling skills with adolescents

Education

University of Pennsylvania, Philadelphia, PA: Master of Education in Psychological Services (expected June 2005)
Cumulative Grade Point Average: 4.0

The College of New Jersey, Ewing, NJ: Bachelor of Science in Elementary Education/Psychology (May 2004)
Cumulative Grade Point Average: 3.85; Dean's List seven of eight semesters
Certificate of Eligibility with Advanced Standing (CEAS), Elementary Education, New Jersey
Kappa Delta Pi (International Education) Honor Society and Psi Chi (Psychology) Honor Society member

Experience

Student Worker, Office of International Programs, University of Pennsylvania, January 2005-present

- ◆ Perform database entry from the applications of incoming international students and scholars
- ◆ Assist and interact with international students, scholars and faculty

Intern Counselor, Elwyn, Inc, Philadelphia, PA, October 2004-present

- ◆ Design and co-lead monthly psychoeducational programs on life skills and health topics for thirty foster care children and adolescents
- ◆ Establish close and trusting relationships with adolescents from various ethnic, cultural and socioeconomic backgrounds, while conducting individual and group counseling sessions

International Student Teacher, The American International School, Zagreb, Croatia, January 2004-March 2004

- ◆ Provided full time instruction for ethnically and linguistically diverse third grade students in all subject areas
- ◆ Interacted with a variety of international professionals through related travels, staff meetings and educational opportunities

Research Assistant, The College of New Jersey, Ewing, NJ, September 2003-May 2004

- ◆ Coauthored study entitled "Knowledge and Practices of Teacher regarding Working with Parents from Diverse Cultures," which was accepted by the American Educational Research Association for presentation at conference in San Diego, CA (2004)
- ◆ Research was used in the design and implementation of teacher training workshops in New Jersey
- ◆ Received the Undergraduate Research Award from The College of New Jersey for excellence in research

College Ambassador, Office of Admissions, The College of New Jersey, March 2001-May 2004

- ◆ Served as a liaison and representative of The College of New Jersey to potential students, current student body, professors and the community
- ◆ Demonstrated public speaking abilities and group facilitation skills through alumni relations, informational forums and campus tours
- ◆ Oriented entering TCNJ students and served as a mentor during their freshman year

Other Skills and Qualifications

- ◆ *Computer*: Microsoft Office (Access, Excel, Word); Dreamweaver; Adobe Photoshop
- ◆ *Language*: Basic skills in Spanish and Croatian
- ◆ *Personal*: Enjoy gardening, swimming, and extreme snowboarding