

GWEN STEFANI

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EDUCATION:

University of San Francisco (USF), San Francisco, CA

Expected Graduation May 2015

B.A. Double Major: Politics and Sociology

- Financing education through financial aid provided by the university, loans and part time on-campus employment
- Dean's Honor Roll

August -December 2012 & 2013

Boston University, Madrid, Spain

Spring 2014

- Semester-long study abroad program, studies included a class about contemporary politics in Spain

RELEVANT EXPERIENCE:

USF Career Services Center, San Francisco, CA

Career Planning Peer

November 2012 – Present

- Advise 10-15 students each week on resumes, cover letters and general career questions
- Increase students' knowledge of Career Services Center's resources during one on one counseling sessions
- Market services and resources through social media postings such as Facebook, Twitter and iFuture Blogger
- Meet and collaborate with 3 colleagues to brainstorm outreach and marketing ideas on a weekly basis
- Assist in scoring and editing resumes during multiple student résumé contests throughout the school year

Front Desk Student Assistant

April 2012 – Present

- Set appointments for students and Alumni; assist in scheduling on campus employment events
- Utilize excellent customer service skills to assist students, Alumni and employers with questions concerning the Career Services Center
- Perform clerical duties including data entry using Microsoft Word, Microsoft Excel and FileMaker Pro, website troubleshooting, filing and answering calls and emails

On Campus Interviews Student Assistant

April 2012 - December 2012

- Maintained Career Center's employment and internship recruitment database
- Worked with employers regarding employment and internship opportunities for students
- Managed the Career Center's On Campus Interview schedules and communicated deadlines and procedures to both employers and students over the phone and via email

OTHER EXPERIENCE:

Mujeres Unidas y Activas (MUA), San Francisco, CA

September 2014 – Present

Service Learning Intern

- Observe and assist at community meetings of 15-20 Latina immigrant workers
- Make phone calls and emails to members and donors concerning events and fundraising
- Update contributor information in Salesforce database
- Reflect on experience at MUA through class readings and essays throughout semester

Codepink: Women for Peace, San Francisco, CA

August 2013 – December 2013

Campaigns Support Intern

- Drafted and sent out email alerts for both local and national mailing lists
- Created handouts, banners and flyers for CODEPINK events
- Organized and oversaw volunteers during rallies and events in community of San Francisco
- Corresponded with CODEPINK staff across the country and took notes for weekly staff phone calls about activism on issues including the Syrian War, closing Guantanamo Bay and ending the war in Afghanistan

ACTIVITIES:

- Member, Political Awareness and Community Engagement, USF

February 2013 – December 2013

SKILLS:

- Proficient in Microsoft Word, Microsoft Excel, PowerPoint, Google Applications and NaceLink
- Marketing experience with Twitter, Facebook. Wordpress and iFuture Blogs
- Limited conversational Spanish