

Levitra Down

levitrad@husky.neu.edu | LinkedIn | 301-999-6665

Education

Northeastern University

Candidate for Bachelor of Arts Degree in Human Services and International Affairs

Minor: Global Social Entrepreneurship

Study Abroad: London, UK (Fall 2016), South Africa (June 2017), The University of Hong Kong (Spring 2019)

Activities: Peace through Play, Sigma Delta Tau, Social Enterprise Institute Association

Boston, MA

May 2021

GPA: 3.6

Professional Experience

Harvard Medical School Alumni Association (HMS)

Alumni Engagement Co-op

Boston, MA

February 2020 – Present

- Coordinate and managed alumni weekend logistics for twelve 60-person classes with 25 events each
- Provide front-line customer service on campus and at events to alumni, colleagues, and vendors
- Coordinate time-sensitive event deadlines with venue, caterers and attendees; researched, planned and purchased event products
- Create detailed written and verbal communication to constituents regarding events, logistics, meetings and deadlines to ensure internal and external team integration and predict problems before they arise
- Analyze & update HMS Reunion and Alumni Day data weekly using HMS database; created and distributed minutes for weekly Reunion planning meetings; negotiated bids & organized payments with vendors

Marsh & McLennan Companies

Corporate Social Responsibility

New York, NY

July 2019 – February 2020

- Managed internal and external communications for Corporate Social Responsibility (CSR) Team
- Researched and wrote bimonthly employee volunteering stories; managed global intranet site; assisted with CSR marketing and communications campaigns; analyzed data for quarterly reporting
- Managed office support during transitions to volunteer and giving platform, globalization of benefit programs for volunteering and giving and rebranding/name change of department

Dana-Farber Cancer Institute - The Jimmy Fund

Event Planning Assistant

Boston, MA

January 2018 – July 2018

- Managed event logistics for large events (including galas, festivals, luncheons) as a member of 10-person fundraising team; worked as the liaison for over 20 external third party events
- Strategized fundraising campaigns, brand awareness, and improved stewardship with marketing and fundraising teams
- Managed special events calendar, team meeting agendas, coordinated event communication
- Updated and maintained all contact/event databases; collected and deposited event funds with fiscal department, reconciled department budget for 25 events annually

Breakthrough Greater Boston

Academic Mentor

Boston, MA

January 2017 – December 2017

- Mentored 7/8th grade students about college choices; tutored students with homework and projects; encouraged exploration and perseverance through challenging tasks to help decrease achievement gap
- Strategized techniques to keep students engaged in school with 5-person team and program leaders

Ascend at the Aspen Institute

Administrative Intern

Washington, D.C.

June 2015 – Aug 2016

- Coordinated administrative projects and deadlines for Director; compiled and sent mailers to network partners; co-wrote internal memos summarizing outcomes/next steps; analyzed grant reports for Ascend Fund
- Managed logistics for 5+ events; communicated with network partners and guests about RSVP's
- Facilitated both internal and external meetings through mediating conversation topics, time allotment, and order; attended external events including briefings, roundtable events, and outside speakers
- Led Software integration by transferring 10K+ contacts from previous software to Salesforce

Skills

Computer: Proficiency in Salesforce; experienced with Microsoft Excel

SUSAN FOX

Roxbury Crossing, MA | susan.fox@husky.neu.edu | (860) 222-7777

EDUCATION

Northeastern University

Candidate for Bachelor of Science Degree in Human Services; **Minor:** Law & Public Policy

Honors: Dean's List (2017, 2018)

Study Abroad: Thessaloniki, Greece (Fall 2016); Tokyo, Japan (May 2018)

Relevant Courses: Sexual Violence: Counseling, Programs & Policy; Counseling in Human Services; Sociology of Disability; Research Methods; Law, Policy & Society; Public Speaking

Activities: Sexual Assault Response Coalition – Outreach Coordinator; SHARE (sexual health organization)

Boston, MA

May 2021

GPA: 3.77

PROFESSIONAL EXPERIENCE

Boston Medical Center

Pediatric Growth and Development Clinic

Boston, MA

July 2019 – Present

- Assist in maintaining clinic flow; engage patients with developmentally appropriate activities during medical appointments and home visits
- Develop resource guides for caregivers and social workers focused on resilience and program accessibility
- Input and track patient records in Access; coordinate records with the primary care providers of active patients to ensure continuity of care pre/post clinic visit
- Administer Children's Health Watch survey to eligible caregivers; review and catalogue completed surveys

Northeastern University

Dialogue of Civilizations Program Assistant – Global Experience Office

Boston, MA

Sept. 2018 – Present

- Work closely with faculty to coordinate logistics for month-long study abroad experience in Japan for 34 students
- Lead communication with community partners to coordinate site visits and speaker compensation
- Ensure student safety and adequate physical, emotional, & academic support in-country through regular communication and check-ins with students and host families
- Foster collaboration and relationships among Northeastern University and Meiji University host-students through networking and social events planned both on/off campus

Service-Learning Teaching Assistant - Center of Community Service

Sept. 2017 – Present

- Orchestrate 25+ service-learning placements for academic classes; satisfy needs of both students and community partners; balance competing deadlines and priorities
- Facilitate student reflection in class and in homework assignments, link course objectives and service experiences
- Act as liaison to students, community partners, service-learning office, and professors

Service-Learning Team Manager – Center of Community Service

Jan. 2019 – Apr. 2019

- Led weekly meetings for 7 teaching assistants; planned and facilitated activities; helped accomplish program goals
- Supported teaching assistants with peer-to-peer feedback; met individually as needed to foster team cohesiveness

Pine Street Inn

Volunteer Programs and Advancement Assistant

Boston, MA

July 2018 – Dec. 2018

- Coordinated volunteer registration process; met organizational logistics; answered 100+ inquiries daily
- Facilitated positive experience for volunteers; was liaison between volunteer groups and kitchen; utilized critical problem solving, composed and sent acknowledgement letters in a timely manner
- Provided informational tours to groups of 20+, managed donation process using Raiser's Edge database

VOLUNTEER EXPERIENCE

Northeastern University

College of Social Sciences & Humanities Ambassador

Boston, MA

Jan. 2019 – Present

- Co-create & edit promotional materials by generating content and providing feedback on existing projects
- Present diverse range of opportunities available to prospective students at campus events & through office outreach

SKILLS AND INTERESTS

Computer: Experienced with Microsoft Word, Excel, PowerPoint, and Access, Raiser's Edge, social media

Interests: Musical Theater, International Travel, Board Games