

## Education

- **University of California, Berkeley** — BA Anthropology (expected Fall 2010); Cumulative GPA: 3.97
- Cosumnes River College — Transfer to U.C. Berkeley; Cumulative GPA: 3.93

## Summary of Qualifications

- Extensive experience and avid interest in data analysis and research
- Accomplished and dedicated project manager
- Computer fluency in network maintenance, graphic design, database maintenance/review, and web development
- Strong communication, presentation, and writing skills

## Experience

### Intern, SAGE Scholars Program, UC Berkeley

*Sept. 08 — May 09; Sept. 09 — Present*

- Co-Conducted 3 fundraising campaigns targeting business professionals via mailings, phone calls, and emails
- Redesigned the Program website using multimedia elements and a cleaner interface; drove up traffic by >50%
- Co-coordinated 5 events, each with 100+ attendees, on networking basics, diversity, resume writing, etc
- Edited grants requesting funds from Kaiser Permanente, Gellert, Georgia Pacific, and Charles Schwab; authored 2 grant reports
- Designed and presented a financial literacy workshop on credit and investment basics to 75+ attendees

### Intern, Student Legal Clinic, UC Berkeley

*Sept. 09 — Present*

- Researched student and community-member cases/concerns and presented all possible courses of action

### Researcher and Student Assistant, Dutch Studies Department, UC Berkeley

*Aug. 09 — Present*

- Researched elements of multicultural Dutch communities; constructed and revamped 3 related websites

### Volunteer, Berkeley Food Cooperative

*Jan. 09 — May 09*

- Researched market-specific food-related preferences through focus groups, city databases, and interviews with business owners; subsequently co-authored a business plan outlining the BFC's intentions as a student-run co-op
- Co-developed the BFC website, wiki, and implemented an internal online collaboration forum
- Developed relationships with local and national cooperative organizations for donorship

### Paralegal, Office of the Federal Defender, Eastern District of CA

*June 07 — Aug. 08*

- Researched numerous guidelines and federal/district-level precedents for 5 separate cases
- Monitored and annotated audio and visual discovery for case-appropriate information for such high-profile cases as *United States v. Vang Pao et al.*; organized 10,000+ pages of discovery for 3 separate cases
- Corresponded with clients to discuss case status and relay information between client and attorney
- Organized sensitive legal documents and coordinated meetings between various defense attorneys
- Prepared and presented case summaries and possible courses of action during aforementioned meetings

### Student Assistant, CIWMB, California Environmental Protection Agency

*Aug. 07 — Aug. 08*

- Designed and maintained 3 waste-related databases by updating records via quarterly correspondence with all California counties and active waste disposal facilities
- Edited a department-wide bi-monthly newsletter with a 300+ readership; reported on in-house research done on waste-driven climate change
- Co-presented an info-session on methane feedback cycles for 30 attendees including scientists and managers
- Extracted data from written reports, formatted data to database-specific formats, performed data QA/QC, and reviewed reports/summaries for completeness and accuracy

## Skills

Advanced knowledge and application of:

- Adobe's CS4 suite: Photoshop, Dreamweaver, Illustrator, InDesign, and Flash programs
- HTML, CSS, XML, Java, Wordpress and other web-development coding languages/platforms
- Fluent in Hindi, Urdu, and Punjabi

## Accomplishments

- Member of U.C. Berkeley's SAGE Scholars Program
- Recipient of U.C. Berkeley's Undergraduate (UG) Scholarship
- Recipient of Cosumnes River College's Area Award in Excellence in Philosophy