

VANESSA GATIHI
SAGE Scholar

EDUCATION

University of California, Berkeley
Bachelor of Arts in Political Economy, Minor in Spanish, May 2011
GPA 3.53, while working

SUMMARY OF QUALIFICATIONS

- Editor-in-Chief of the Cal Pre-Law Association’s publication “The Juris.” Edited articles, managed the budget and printing schedule, and directed and assisted staff writers and section editors.
- Strengthened leadership and professional skills as a UC Berkeley SAGE Scholar.
- Extraordinary writing and editing skills.
- Proficient with multiple types of data management including Microsoft Access and Excel.
- Write and speak Spanish.

SKILLS

Data Management:

- Initiated a new contact database for the Alumni Relations department in the Haas School of Business.
 - Organized hundreds of business cards into an Excel data sheet which greatly improved efficiency for contacting donors and conducting business.
 - Coordinated and planned a gala event and silent auction fundraiser of around 230 people for the Berkeley-Columbia MBA exchange program.
- Strengthened data management and public relations for the Center for Latin American Studies.
 - Maintained the database which is used extensively for research purposes and for contact and background information on all CLAS affiliates.
 - Prepared multiple receptions, lecture/speaker events, and the ‘09 US-Mexican Futures Forum.
- Launched a project which raised all the necessary funds for the renovation of Bowles and Stern Hall as a Student Assistant for the Student Affairs Development Office.

Interpersonal and Management/Administration:

- Supervised a writing staff in order to ensure the highest quality articles and to keep printing schedule on time. Budgeted our funds and coordinated distribution.
- Inclination to lead and work well with others.
- Use interpersonal skills regularly as a Peer Advisor for the International Area Studies Department.
- Voted Publicity Coordinator of the Cal Pre-Law Association.
 - Organized banquets, officer retreats, and joint events with other Berkeley pre-law groups.

Writing/Editing:

- Two year staff writer for the Berkeley Political Review. Wrote new analysis articles and contributed to fundraising.
- Write and edit articles for content, coherence, and language usage as Editor-in-Chief for “The Juris.”
- Extensive layout experience with Adobe Indesign and Photoshop for both “The Juris” and the BPR.

WORK HISTORY

Research Apprentice, Haas School of Business	UC Berkeley, CA	Fall 2009-Current
Peer Advisor, International Area Studies Department	UC Berkeley, CA	Summer 2009-Current
Publicity and Data Management Intern, CLAS	UC Berkeley, CA	Summer 2009-Current
Event and Programs Assistant	UC Berkeley, CA	Spring 2009-Current
Student Assistant, Student Affairs Development Office	UC Berkeley, CA	Summer 2008-Jan. 2009