

# Autumn Andrews

*SAGE Scholar*

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## EDUCATION

University of California, Berkeley  
B.A. African American Studies, 3.4 GPA  
Expected Graduation: May 2010

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## EXPERIENCE

UC Berkeley SAGE Scholars Program

Berkeley, CA

### Development Intern

11/08-present

- Write and prepare grant proposals requesting financial support ranging from \$10,000-\$150,000
- Research potential funding sources including foundations, corporations, and individuals via the internet and industry publications, in order to identify funding objectives and mutual interests
- Initiate and maintain communications with possible funders, including written and verbal communications, attend events and meetings to further develop relationships, and delivering Program presentations and pitches to large and small groups

Jamba Juice

Mountain View, CA

### Interim General Manager

5/07-5/08

- Managed operations for store with sales volume of \$180,000 per year. Responsible for sales performance, customer service, community involvement and execution of brand strategy
- Hired, and trained 20 Team Members in product knowledge, service standards, cash handling policies and sales techniques. Communicated company standards while providing ongoing corrective and positive feedback

Wachovia Bank

Jacksonville, FL

### Customer Service Representative

3/06-1/07

- Educated customers on all product and service options that fit customer profile. Identified sales opportunities beyond the immediate transaction while delivering quality customer service

Porter Novelli

San Francisco, CA

### Corporate Project Manager, Knowledge Development and Learning

6/05- 11/05

- Managed the development of an internal, online Learning Center for a leading global public relations agency, working closely with technology experts, and building templates using Microsoft PowerPoint
- Responsible for internal communications, including phone and email communications, writing news announcements, standards and guidelines and descriptions for course catalog

UC Berkeley SAGE Scholars Program

Berkeley, CA

### Mentor Program Coordinator

11/04-5/05

- Strengthened SAGE Mentor Program between UC Berkeley SAGE Scholars and 20 Oakland Technical High School students by developing a new strategy to track communication using Microsoft Excel
  - Coordinated mentor/mentee events and conferences exposing students to educational and career opportunities
  - Managed relationships between SAGE Scholars, advisory board, business contacts and SAGE Program office by creating a quarterly newsletters using Microsoft Publisher
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## OTHER RELATED EXPERIENCE

Beyond the Headlines

- Appeared on ABC CH. 7 "Beyond the Headlines" with Cheryl Jennings promoting the SAGE Scholars Program

Class Dismissed Book Tour

- Participated in the book tour throughout San Francisco Bay Area presenting perspectives on my high school experience and public education
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## LEADERSHIP DEVELOPMENT

Wells Fargo Student Leadership Conference

- Chosen as one of 28 students from a nationwide pool of 1200 applicants to participate in leadership and professional development conference in San Francisco, California

Deloitte National Leadership Conference

- Chosen as one of 450 students nationwide to attend business leadership development conference