

Katie Alvarez

SAGE Scholar

Education

University of California, Berkeley

Expected Graduation: May 2010

- Major: Mass Communications
- Minor: Political Economy of Industrial Societies in European Cities

Cumulative GPA: 3.4

Experience

Event Planning Coordinator, The Berkeley Project, Berkeley, CA (*current*)

- Event Planner for a student-initiated non-profit service organization aimed at uniting students with local residents to better the Berkeley community
- Handle logistics of events including: registration, opening and closing ceremonies, entertainment, transportation, location, food, t-shirt design, raffles

Outreach Intern, *bridges* Multicultural Resource Center, Berkeley, CA (*current*)

- Outreach to perspective students through student panels, campus tours, and providing general information about college life and University of California
- Planning Committee for Senior Weekend includes working closely with 20 other committee members to achieve consensus about: location, transportation, food, t-shirt design, campus tours, multicultural programming, student activities and order of events

Mentor, Hispanic Scholarship Fund, Berkeley, CA (*current*)

- Mentor a freshman at a high school in Oakland
- Provide: motivation to pursue high education, support in academic and personal life, evaluation of progress towards college, and information about the college application process

Community Committee Member, Casa Magdalena Mora Theme Housing Program, Berkeley, CA (*August 2006 - May 2007*)

- Organize social events to strengthen the sense of community in the program
- Work closely with others to decide on locations, menus, and schedules of social events

Customer Service Representative, Sears, Hollywood, CA (*November 2004 - May 2006*)

- Efficiently attend to customer complaints and resolve conflicts
 - Address the needs of customers from a variety of ethnic backgrounds
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Skills

Communication

- Facilitated group discussions for Senior Weekend planning meetings
- Explained and clarified college application process to middle and high school students
- Bilingual Spanish, knowledge of French

Leadership and Management

- Carried full course load while serving as outreach intern, event planning coordinator, and mentor
- Organized and communicated with local businesses for fund-raising for community service projects
- Planned community service events of 100 volunteers each

Computer Skills

- Proficient in Microsoft Word, Excel, Powerpoint, OneNote, Photoshop, InDesign
- Exceptional internet research skills