

Ellen Oscar

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Work Experience:

Habitat for Humanity at UVA

University of Virginia
Charlottesville, VA 22904 United States

08/2015 - Present

Hours per week: 10

Secretary, Member

Duties, Accomplishments and Related Skills:

- Student-run organization at the University of Virginia focused on providing volunteer hours to build homes for low-income families
- As secretary, crafted meeting agendas and took notes for organizational records; maintained clear records using Microsoft Excel and Word
- Participated in a day-long trip to Richmond, VA to learn about the legislative process and advocate on behalf of Habitat for Humanity in the Virginia House of Delegates
- Collaborated on a team of 6 to build 2 homes in the Charlottesville area and traveled to Lynchburg, VA to work on a home in March 2016
- Engaged in timely and clear communication with regional organization, site supervisors, and group leaders and members

Center for Politics at the University of Virginia

Charlottesville, VA 22904 United States

01/2016 - 05/2016

Hours per week: 10

Intern

Duties, Accomplishments and Related Skills:

- Registered new voters as part of the National Campaign for Civic & Political Engagement: made phone calls and brought registration information door to door; engaged potential voters in conversation and presented information clearly; personally responsible for registering a total of 40 new voters
- Planned and organized events: invited speakers, contacted vendors, maintained excellent communication with team, supervisor, and guests by email and phone
- Created PowerPoint presentations to introduce the work of the Center to classes and campus organizations; reviewed and updated current presentations in consultation with supervisor; gave 3 presentations to 50 students total

Boylan Heights

102 14th St. NW
Charlottesville, VA 22903 United States

08/2014 - 05/2015

Salary: 10.00 USD Per Hour

Hours per week: 10

Host/Server

Duties, Accomplishments and Related Skills:

- Provided excellent customer service to a diverse clientele in a fast-paced environment
- Communicated clearly with fellow servers, cooks, and supervisor in order to facilitate teamwork and collaboration
- Maintained professionalism and timeliness and completed tasks thoroughly while also a full-time student

Supervisor: Ms. Supervisor (434-555-1234)

Okay to contact this Supervisor: Yes

Education:

University of Virginia Charlottesville, VA United States

Bachelor's Degree 05/2018

GPA: 3.14 of a maximum 4.0

Major: Foreign Affairs **Minor:** Anthropology

Relevant Coursework, Licenses and Certifications:

Relevant Coursework: Introduction to American Politics; Politics of the Environment; America and War since 1900; Religion, Politics and Conflict, Nationalism, Racism and Multiculturalism

University of Virginia in Valencia Valencia, Spain

Relevant Coursework, Licenses and Certifications:

Immersive cultural learning experience; lived in a home-stay environment; all coursework completed in Spanish; studied in-depth about Spain's role in the European Union

Language Skills:

Language	Spoken	Written	Read
Spanish	Intermediate	Novice	Intermediate

References:

Name	Employer	Title	Phone	Email
Susan Baker (*)	University of Virginia	Associate Director	434-924-9000	susanb@virginia.edu
Marcus Mason (*)	Center for Politics	Events Manager	434-924-8000	mmason@virginia.edu

(*) Indicates professional reference

Additional Information:

ANTH 2250 Nationalism, Racism, Multiculturalism, Fall 2016

- Explored concepts of culture, multiculturalism, race, racism and nationalism; analyzed the influence of these ideas in American society, including by comparison to other cultures throughout the world

- Conducted 20+ informational interviews of urban community members and analyzed their perceptions of rural communities as it related to race and class
- Presented findings to class and to the UVA Multicultural Student Center through PowerPoint and data visualization with the goals of educating the UVA community on the attitudes, and stereotypes, urban residents hold toward a specific rural community

Awards and Skills: Dean's List: Fall 2014, Fall 2015, Spring 2016 , Proficient with Microsoft Office Products
Competent in R and SPSS