

PHOEBE WILLOUGHBY

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School: 222 Dillard, Charlottesville, VA 22904

Home: 29 Grantville Dr., Wellesley, MA 02481

EDUCATION

University of Virginia, College of Arts & Sciences, Charlottesville, VA *B.A. Expected May 2018*

Business-related coursework: Introduction to Business, Microeconomics, Macroeconomics, Statistics

Current GPA: 3.276

LEADERSHIP & SERVICE

Member, **Student Entrepreneurs for Economic Development (SEED)**, U.Va. *September 2014-present*

- Provide free consulting services to small, start-up NGOs and social entrepreneurs
- Consult for Native American Children's Alliance to increase outreach, capital, and social impact
- Researched grant funding on behalf of VE Global, a nonprofit in Santiago, Chile
- Presented research findings in a university-wide symposium

Member, **Global Development Organization**, U.Va. *September 2014-present*

- Foster relationships between UVa and international communities
- Sent correspondence to Ghanaian primary school and Guatemalan orphanage

Volunteer, **Amigos de las Americas**, San Isidro, Costa Rica *October 2011-July 2012*

- Lived in a rural community of 109 residents for five weeks with one other American volunteer
- Completed extensive nine-month training and fundraised \$2300 prior to departure

Active Member, **Interact**, Patrick High School, Wellesley, MA *September 2010-May 2012*

- Completed 200 service hours as part of school-community partnership
- Led team of five in implementing community garden service project at low-income housing community

WORK EXPERIENCE

Program Assistant, **University Career Services**, Charlottesville, VA *August 2014-present*

- Manage office Facebook and Twitter accounts and generate daily posts
- Research internship and career-related resources
- Update library handouts and other print materials
- Work as event staff for career fairs, open houses, and other events
- Created a how-to guide for finding work in the nonprofit and social service sectors

Lifeguard, **Longfellow Sports Club**, Natick, MA (seasonal) *April 2013-present*

- Guard pool independently; monitor pool chemicals; open pool at 7am every Sunday
- Worked four days a week as high school senior
- Worked during all school vacations in first year of college

Floor Staff, **Regal Entertainment Group**, Wellesley, MA *January-December 2013*

- Greeted patrons and informed customers of theater information
- Promoted after six weeks for display of leadership on the job