

## Education

### Bachelor of Arts in English Language and Literature

Yeshiva University, Stern College for Women, New York, NY, May 2017

Major GPA: 3.94 Dean's List: 2014-2015, 2015-2016

## Skills

Conversational Hebrew, Copy Editing, Creative Writing, Fundraising, Layout Design, Microsoft Office Suite, Social Media Advertising, Public Speaking, Website Design, WordPress, Written Communication

## Experience

### Executive Assistant, September 2017-February 2018

Development Department, OHEL Children's Home & Family Services, Brooklyn, NY

- Plan major fundraising events and initiatives, including annual Gala, raising millions of dollars
- Manage schedule of Chief Development Officer, arranging donor meetings
- Keep donor database up to date, inputting recent gifts
- Draft and edit eNewsletters and donor mailings
- Act as liaison between Development and other departments

### Editor in Chief, August 2015-May 2017

*The Journal of Fine Arts*, Yeshiva University, New York, NY

- Reviewed hundreds of student submissions; selected best artwork, writing, multimedia work, etc. to be printed
- Designed layout of [Journal](#)
- Fundraised over \$5000 to print and publish Journal
- Recruited and trained editorial team for respective sections

### Section Editor, August 2015-May 2017

*The Observer*, Yeshiva University's Student Newspaper, New York, NY

- Mentored incoming editors and staff writers, teaching how to best research and shape a features piece
- Edited and reviewed submitted articles in [Features and Opinions sections](#)
- Wrote monthly articles on community building, mindfulness, and socio-cultural issues

### Tutor, March-September 2015; August 2016-January 2017

Beren Campus Writing Center, New York, NY

- Reviewed and edited academic papers with students who struggle to implement proper writing techniques
- Reinforced academic writing standards and skills through one-on-one discussion-based sessions
- Utilized ESL techniques for foreign students

### Senior Education Programs Intern, June-August 2015, February-April 2016, June-August 2016

The Walden Woods Project, Lincoln, MA

- Worked directly with Director of Education, creating student group programming
- Created education program content for [new website](#)
- Planned, facilitated and co-led annual educators' seminar, *Approaching Walden*
- Oversaw department organization and stability while the Director of Education travelled overseas
- Interviewed applicants and selected the Fall intern
- Began translating Thoreau's quintessential work, *Walden*, into a new Hebrew edition

### Curatorial Research Volunteer, June-August 2012

Museum of Fine Arts, Boston, MA

- Catalogued, organized the provenance of, researched, and translated incoming [Judaica collections](#)