

# Leah M. Dorsey

1021 Dulaney Valley Road ♦ Baltimore, Maryland 21204 ♦ lmdorsey@goucher.edu ♦ 410-333-3333

## EDUCATION

**Goucher College**, Baltimore, Maryland, December 20xx

*Bachelor of Arts, Anthropology and Sociology*

*Honors: Dean's Scholar      GPA: 3.8*

**Denmark Institute of Study Abroad**, Copenhagen, Denmark, Spring 20xx

Semester abroad studying migration and identity with elementary Danish skills.

**Intensive Course Abroad**, Inequality and Social Policy, South Africa, Winter 20xx

Conducted independent sociological research on HIV/AIDS and the media. Met with AIDS scholars and NGOs throughout the country.

## RELATED EXPERIENCE

**Goucher College Career Development Office**, Baltimore, Maryland

*Student Assistant*, Spring 20xx-present

- Design marketing materials and update website with information on new career resources.
- Contribute to office operations with various administrative responsibilities.

**Welch Center for Graduate Studies**, Goucher College, Baltimore, Maryland

*Technology Assistant*, Winter 20xx-present

- Perform website content management for graduate department using Ingeniux software program.
- Use Adobe Captivate or create tutorials for graduate instructors on the Blackboard e-Education Platform.

**Admissions Office**, Goucher College, Baltimore, Maryland

*Ambassador*, Fall 20xx-present

- Lead weekly campus tours and host prospective students overnight during the academic year.
- Answer phones, schedule interviews and give daily tours during summer 20xx.

**Southwest Boston Community Development Corporation**, Boston, Massachusetts

*AmeriCorps Intern*, Summer 20xx

- Prepared grant proposal documents, corresponded with Board of Directors and planned community meetings about development projects.
- Acted as office manager for small nonprofit organization.

**Soulumination**, Seattle, Washington

*Administrative Coordinator*, Summer 20xx-Summer 20xx

- Handled all office operations for small non-profit organization, including scheduling appointments, answering emails, delivering negatives, and scanning and tracking finances in Quicken.

## LEADERSHIP & ACTIVITIES

**Quindecim Student Newspaper**, Goucher College, Baltimore, Maryland

*Managing Editor*, Fall 20xx

- Edited all content and finalized design scheme of a 16-page biweekly publication with a circulation of 2,000.
- Facilitated staff meetings and coordinated schedule with the publishing company and funding sources.
- Previously served as Staff Writer, Features Editor and Assistant Managing Editor.

**Suicide Awareness & Prevention Group**, Goucher College, Baltimore, Maryland

*President*, Spring 20xx-Fall 20xx

- Co-founded student club to raise awareness of mental health issues, including depression and bipolar disorder, on campus.
- Planned Suicide Awareness days and campus Post Secret project.

**CAUSE Community Service Club**, Goucher College, Baltimore, Maryland

*Treasurer*, Fall 20xx-Fall 20xx

- Created and maintained budget of up to \$3,000 for student community service organization.

**Global Peace Tiles Project**

*Organizer/Presenter*, Fall 20xx-May 20xx

- Facilitated a Peace Tiles workshop on World AIDS Day 20xx and donated the tiles to an organization in South Africa in January 20xx.
- Presented slideshow of project at Global Health Council Conference in May 20xx.