

## Gisele Bolton

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### Personal Profile

- Detail-oriented professional with experience in program development
- Plan and execute events for nonprofit organizations
- Strong interpersonal skills with training in cross-cultural and conflict mediation
- Speak, read, and write intermediate Modern Standard Arabic
- Proficient in current web design technology and content management
- Extensive experience advocating for immigrants and refugees, individuals with severe and persistent mental illness and chemical dependency

### Employment History

- The Advocacy Project, Washington D.C. – *Peace Fellow* 05/23/2014- current
- Work with partner organization Vikalp Women’s Group in Gujarat, India to strengthen their organization through capacity building and expanding existing programs
- Supportive Living Solutions, Saint Paul, MN – *Housing Access Coordinator* 11/12/2013 – 05/01/2014
- Oversee the efficient and effective functions of the Housing Access Program
  - Conduct Intake Interviews with clients who are currently homeless and/or have severe and persistent mental illness or chemical dependency
  - Responsible for apartment research, coordinating viewings and landlord negotiation
  - Knowledgeable and familiar with local housing resources, local landlords and low income properties in Minneapolis and St. Paul
  - Assist clients in receiving necessary Economic Assistance, Emergency Assistance, Minnesota Supplemental Aid, Supplemental Nutrition Assistance Program
  - Coordinate services for clients such as Homemaking, Housekeeping, Companion, Independent Living Skills Counselors to create a stable and supportive environment to ensure success living independently
- Permanent Peace Movement, Beirut, Lebanon – *Intern* 07/2011 to 10/2011
- Wrote a successful grant proposal to the British Embassy and Bureau of Near East Affairs to fund a Human Rights Education program for at-risk youth in Beirut
  - Researched and organized current and past projects and investigated potential grants
- The Advocates for Human Rights Immigrant and Refugee Program, Minneapolis, MN – *Intern* 01/2011 to 06/2011
- Answered hotline calls from potential clients, refugees, and immigrants seeking legal assistance for asylum issues
  - Determined the nature of need and eligibility for legal services and conducted intake interviews
  - Worked directly with clients to assess their asylum case providing referrals as needed
- The Nonviolent Peaceforce, Minneapolis, MN – *Intern* 01/2011 to 06/2011
- Performed prospect donor research by conducting in-depth research on potential major gift donors utilizing Target Analytics and Donor Perfect to determine eligibility
  - Executed in-depth interviews on donors regarding their ability, belief, or interest in potentially donating
  - Assisted and supported staff at fundraising events

### Volunteer History

- Village of Chebukwa, Kenya – *English Teacher* 05/2010 to 07/2010
- Developed curriculum and taught English to seventh grade students
  - Established a meaningful learning program for students with special needs
- Hogar de Ninos, Honduras – *Activities Director* 05/2009 to 06/2009
- Designed and implemented arts and crafts activities for over 150 orphaned children ages 2-17
  - Assisted and carried out the development of a service learning project focusing on creating an irrigation system for the orphanage farm providing a sustainable water source for improved farming

### Organizations and Foundations

- Nafula Support Project – *President* 09/2009 to 05/2010
- In charge of the procurement of funds dedicated to assisting orphans and families in Western, Kenya by empowering, educating and fostering international understanding through community based initiatives
- Global Studies Student Association – *Development Chair* 09/2009 to 05/2010
- Planned and organized fundraising through events such as a 5K run, band concerts, and silent auction to raise over \$5,000 for a water containment system for the village of Chebukwa, Kenya

### Education

- City University London- London, England 09/2012 to 09/2013
- Post Graduate: Master of Arts – International Politics and Human Rights
- University of Minnesota Twin Cities, Minnesota 09/2008 to 05/2011

Degree: Bachelor of Arts – Global Studies, Human Rights and Justice in the Middle East and Africa  
University of Jordan – Amman, Jordan  
Study Abroad program – Language and Culture

09/2010 to 12/2010