

# Emily Patrick

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## SUMMARY OF QUALIFICATIONS

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- Specializing in monitoring and evaluation
- Proven organizational skills, team coordination capabilities, and ability to work in a multi-cultural and multi-lingual environment
- Social media, fundraising, and marketing skills
- Proficient in using Web 2.0 technology for increased collaboration
- Analytical and quantitative skills including research analysis, data collection and assessment through statistical tools
- Extensive research in the field of human rights
- Grant proposal writing experience
- Language Skills: English (native), German (intermediate)

## EDUCATION

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<b>Master of Public Administration: International Management, German</b> <i>Monterey Institute of International Studies</i>	May 2012 <i>Monterey, CA</i>
<b>Bachelor of Arts: Culture and Communications, Philosophy</b> <i>Ithaca College</i>	May 2010 <i>Ithaca, NY</i>
<b>Development Project Management Institute</b> <i>Intensive certificate program focused on evaluation, facilitation, and strategic partnering</i>	February 2011 <i>Monterey, CA</i>

## RELEVANT EXPERIENCE

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<b>Monterey Institute: Career Services, Graduate Assistant, Monterey CA</b>	October 2010- Present
<ul style="list-style-type: none"><li>• Input and maintain information on career database</li><li>• Conducted research and analysis on database to identify trends and challenges. Research resulted in a shift in policies for the entire office</li><li>• Responsible for facilitating bi weekly trainings for students to learn about the career database</li></ul>	
<b>Musicians For World Harmony, Program Assistant, Ithaca, NY</b>	May 2009- June 2010
A social change organization that works to bring music therapy programs to refugees and orphanages in E. Africa	
<ul style="list-style-type: none"><li>• Evaluated impact of past and present programs and developed two grant proposals</li><li>• Initiated social media outreach including Facebook and Twitter</li><li>• Conducted research on music therapy programs and best practice models</li><li>• Designed pilot program to be implemented in a Kenyan orphanage and serve as a best practice model</li><li>• Coordinated fundraising efforts which included communicating with existing and potential donor bases and event planning for a gift fair which raised \$3,000</li></ul>	
<b>Hersam Acorn Newspapers, Advertising Coordinator, Shelton, CT</b>	May 2008 - August 2008
<ul style="list-style-type: none"><li>• Responsible for overseeing overall office structure and organization</li><li>• Coordinated all time sensitive advertisement work between representatives and art department</li><li>• Contacted clients and representatives from outside offices regarding advertisements to be published</li></ul>	
<b>United Nations Club, President, Monterey, CA</b> Monterey Institute of International Studies chapter	Fall 2010- Present

## HONORS

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Honor Role Fall 2006, Deans List Spring 2007, Fall 2007, Spring 2008, Fall 2008, "Best Public Speaker" award: Fall 2008 Ithaca College, Willard Daetsch Scholarship Fall 2008- Spring 2010, Monterey Institute of International Studies Merit Scholarship, 2010-2011, Jessica Jennifer Cohen Foundation grant May 2011