

Galen Margaret Caroline Anderson

EDUCATION

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| Middlebury Institute of International Studies | 2015 |
| Master of Arts in International Education Management Candidate | Monterey, CA |
| Master of Public Administration Candidate | |
| Middlebury College | 2012 |
| Bachelor of Arts, <i>cum laude</i> , Theatre, Arabic | Middlebury, VT |
| C.V. STARR School Abroad | Alexandria, Egypt |

MANAGEMENT EXPERIENCE

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| Middlebury Institute of International Studies | 2015 – 2016 |
| <i>Project Coordinator- Sprintensive Program</i> | Monterey, CA |
| <ul style="list-style-type: none">• Project managed pilot program, facilitated stakeholders, and authored all process documentation• Generated and implemented strategic marketing plan and successfully met recruitment goals• Oversaw student evaluation team in evaluating, analyzing, and reporting program data findings• Designed and produced improv workshops to build adaptability, communication, and listening skills | |
| William Tell Coleman Library | 2014 – 2015 |
| <i>Library Graduate Assistant</i> | Monterey, CA |
| <ul style="list-style-type: none">• Redesigned new-student orientation; created new resources and media; coordinated event logistics• Managed the circulation desk; assisted patrons with technological services; organized databases | |
| Middlebury Institute of International Studies | 2015 |
| <i>Graduate Assistant</i> | Monterey, CA |
| <ul style="list-style-type: none">• Supervised 23 student-client projects; designed client management manual and outreach resources• Managed projects and student resources; created milestone checklists; operated online course hub | |
| Middlebury College Summer Arabic School | 2014 |
| <i>Graduate Intern</i> | Oakland, CA |
| <ul style="list-style-type: none">• Assisted professors with curriculum design and teaching support; tutored 15 students• Supported 200 students with language acquisition and cultural awareness programming• Facilitated the resolution of transitional and interpersonal issues for 9 staff members | |
| <i>Administrative Assistant to the Director / Bilingual Assistant</i> | 2012 |
| <ul style="list-style-type: none">• Maintained communication and confidentiality between the Administration and 200 students• Coordinated logistics for daily activities and four major events; scheduled speakers; hosted guests | |
| Office of the Dean of Students in Ross Commons | 2012 – 2013 |
| <i>Residential Director / Commons Residential Adviser</i> | Middlebury, VT |
| <ul style="list-style-type: none">• Assured the safety, wellbeing, and academic performance of over 200 students, 650 students for the entire Commons, and all 2,300 Middlebury undergraduates on a rotational basis• Trained, facilitated, and managed 25 Residential Life staff members; counseled over 200 students; designed student programming; promoted diversity and community standards; solved conflicts | |
| Middlebury College ADA Office | 2008 – 2012 |
| <i>ADA Information Technician</i> | Middlebury, VT |
| <ul style="list-style-type: none">• Supervised five ADA employees; organized and delegated office work; monitored ADA student needs• Transcribed notes and class lectures for disabled students; edited documents on Kurzweil | |

CONSULTANCIES

Mentorship Program, MasterCard Foundation Scholars' Program at the University of Toronto 2014

- Assessed program effectiveness by creating, implementing, and analyzing the results of two formative and summative assessments resulting in a 110-page user manual for future iterations

Nomadic Change, Social Enterprise Startup 2014

- Developed a 38-page strategic business plan using Strategyzer and Excel, addressing program design, resource management, financial analysis, and startup accounting models

PROFESSIONAL DEVELOPMENT

National Language Service Corps 2014 – Present *Member* Arlington, VA

- Act as on-call linguistic and cultural liaison to serve and support the Federal Government at times of need in translation, interpretation, and cultural advice and training

Design Partnering Management & Innovation (DPMI) 2014 *Professional Certificate* Monterey, CA

- Applied design thinking, social entrepreneurship strategies, evaluation methods, and analytical tools, including results frameworks, problem trees, strategy canvases, and core competencies
- Designed a social innovation fellowship program based on the strategic partnership of three leading nonprofit organizations to select, train, and mentor entrepreneurs to develop sustainable solutions

DONOR & STEWARDSHIP EXPERIENCE

Middlebury College Advancement 2013 – Present *Class Agent* Middlebury, VT

- Solicit financial donations from 20 fellow alumni annually to meet funding goals and donor matches
- Engage and recruit potential donors and fellow alumni via phone, email, or letter to donate
- Write briefs on donor participation and contributions; write follow-up thank you notes

Middlebury College Admissions Office 2013 – Present *Alumna Interviewer* Middlebury, VT

- Conduct interviews with student applicants and submit recommendations based on fit and interest
- Assess applicants' competencies, attitudes, and potential as pertains to Middlebury's standards

LANGUAGE

Modern Standard Arabic & Egyptian Standard Arabic | Advanced Professional Proficiency

American Sign Language | Advanced Professional Proficiency

Middlebury College Arabic Summer Program 2009

- Immersive learning experience in nine week language program *Oakland, CA*
- Studied Modern Standard Arabic, Egyptian Arabic, and Middle Eastern language and culture

PROFESSIONAL SKILLS

Certifications | National Institutes of Health, Protecting Human Research Participants, 2014

Inventory Management | iLearn Management System; Millennium Integrated Library System

IT Skills | Google Apps, Microsoft Office Suite; Qualtrics, R & R Commander; Kurzweil 3000; WordPress, Weebly, Wix; Photo Gallery, iPhoto; Strategyzer; Global Impact Investment Map; Adobe Connect