

ANNE WOODMERE

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PROFILE: Enthusiastic, motivated, and creative problem-solver. Strong skills in communication, visual design and attention to detail.

PROFESSIONAL EXPERIENCE

Research and Program Assistant 2001–2003
University of Illinois, Political Science Department

- Conducted intake screening and follow-up interviewing of approximately 50 participants in college/high school mentoring program.
- Located potential students for program.
- Contributed to the design and development of educational video.
- Handled mass mailings.
- Verified compliance with data protocols and checked data for completeness and clarity.
- Managed database for mentoring program.
- Provided general administrative support.

Research Assistant Summer 2000

Ableson Associates Inc., Chicago, IL; Client: Midwest Utility Collaborative

- Reviewed financial surveys submitted by electric utilities for completeness and accuracy.
- Verified accuracy of financial data.
- Completed error coding of financial surveys.

OTHER EXPERIENCE

- Planned KΔΠ sorority formal for 300+ people, University of Illinois. Researched possible venues; and negotiated price, purchase of supplies and other details with venue.
- Contributed to the planning of sorority charity fundraiser party for 700+ people. Contacted possible advertisers and donors; designed and sold promotional t-shirts; and contributed to the design of fliers and programs.
- ML King High School yearbook. Took and printed photographs; designed layouts; and communicated with publisher.
- Planned high school formal dance. Researched venues; communicated with venue and caterer; selected menu; and designed, purchased and set up decorations.
- ICEP-Chile, New York YWCA International Program, Summer 1998: Participated in the construction of a community center and other service activities.
- Interfaith Meals Program, Watertown, NY: Weekly volunteer work at soup kitchen throughout elementary and high school and while home on vacations.

AWARDS, PUBLICATIONS

- Dean's List 2000, University of Illinois.
- Silver Key, *NY Times* Scholastic Art Awards, 1999.
- Cover photograph. *The Oblivion Ha-Ha* by James Tate. Carnegie Mellon University Press Edition, 1996.

EDUCATION

B.A. Political Science, University of Illinois, Champaign, IL, 2003

Semester abroad program, Victoria University, Wellington, NZ. Course work in Pacific Rim art and culture.

SKILLS

Proficient in Word, Photoshop and Excel; Spanish.

INTERESTS

Cooking; Visual arts, particularly photography