

# GEMBIRA GLOBAL

Seattle, WA \* [globalg@spu.edu](mailto:globalg@spu.edu) \* (425) 584 9308

## **SKILLS**

---

- Ability to manage conflict and think under pressure demonstrated through work with groups of 15+ children at the local church with minimal supervision
- Excellent promptness, time management, and organizational skills shown by working full-time while maintaining a 3.7 GPA
- Experience working with babies, toddlers, elementary age children and adults
- CPR certified
- Language Skills: Hindi – native speaker; English – fluent; Spanish – advanced proficiency in both verbal and written

## **EDUCATION**

---

### **Bachelor of Arts, Global Development Studies**

**Expected June 2020**

School of Business, Government and Economics

Seattle Pacific University, Seattle WA

- GPA 3.7, Dean's List

## **EXPERIENCE**

---

### **Intern, Landesa Rural Development Institute**

Seattle, WA

**January 2019 - Present**

- Assisted with editing and re-writing fundraising letters to bring in a total of \$500,000 in funds for the company
- Worked with a team of 5 individuals to achieve a 6-month fundraising goal for the office
- Trained with Outlook, Word, Excel and Razor's Edge to help manage the office

### **Intern, World Relief Refugee Resettlement Agency**

Kent, WA

**Summer 2017**

- Facilitated the resettlement of refugees
- Served as an English as a Second Language Assistant Teacher for classes of 20+ refugees to make their assimilation process a little less stressful
- Transported refugees to government offices to assist them in filing for benefits, social security cards, and supervised refugee children in waiting area
- Shopped for apartment items, sorted and organized gift-in-kind donations, and provided front desk assistance

### **Nanny, Private Family**

Thousand Oaks, CA

**June 2012 - June 2016**

- Cared for the well-being of 2 boys, ages 6 and 10 while their mother was working
- Helped the boys with their homework to ensure their success at school and the 10-year old raised his English grade by one full grade letter after working with him for 3 months
- Provided transportation, meals and assisted with light housework in order to ensure the smooth running of the house for the times when the family was on their own

### **Intern, Student's International Child Sponsorship Agency**

Antigua, Guatemala

**Summer 2016**

- Assisted with shopping and event planning for field trips and holiday parties
- Led young adult meetings by creating presentations, preparing food and speaking for around 10-15 people per event
- Worked extensively with Excel to manage funds, plan shopping trips, plan events, and keep track of meeting participants and the success of the events being run by the program

### **Children's Ministry Volunteer, Calvary Community Church**

Westlake Village, CA

**August 2011 - August 2104**

- Supervised 1<sup>st</sup> and 2<sup>nd</sup> grade boys and girls by teaching, engaging and playing with them
- Available in case of emergency, and demonstrated good sense of time management

## **SCHOLARSHIPS AND AWARDS**

---

Dean's Scholarship **August 2017 - Present**

Person of Promise Award **2018**