

Karin Elena Orr
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Summary of Qualifications

- Excellent written and communication skills in English and proficiency in Spanish.
- Knowledge of grant writing and event organizing.
- Proven success in fundraising for community events.
- Familiarity with software such as Microsoft Office, Zoho notebook, C-map, Voice thread, iMovie and social networking tools such as Facebook, MySpace, and blogging.
- Proficient knowledge of development tools, social sector needs assessment, conflict resolution and strong facilitation techniques.

Education

Monterey Institute of International Studies, Monterey, CA;

Master of Arts Candidate of International Policy, Emphasis in Conflict Resolution and Human Rights, Expected Graduation Date, December 2010

University of California Santa Cruz, Santa Cruz, CA;

Bachelor of Arts, Community Studies with Honors, June 2004

Relevant Completed Academic Work:

- Development Project Management Institute (DPMI) at Monterey Institute of International Studies
- Introduction to Development
- Women's Human Rights Cross Cultural Perspectives
- Introduction to Conflict Resolution
- Conflict Resolution and Peace-building in Divided Societies
- Social Sector Needs Assessment

Work History:

Community Foundation for Monterey County

Monterey, CA

Non-Profit Capacity Building Assistant

February 2010- June 2010

- Conduct marketing for the Leadership Education and Development Program, (LEAD).
- Assist with research, proposal writing, planning, promotion, administration, record keeping, communication, and reporting for Management Assistance Program's regular and special programs.
- Conducted interviews with LEAD members, videotaped, and edited promotional YouTube video.

Monterey Hostel

Monterey, CA

Volunteer Coordinator

September 2009- December 2009

- Recruited significant number of volunteers through community networking.
- Designed volunteer program and oversaw volunteer activities.
- Organized recruiting events at the hostel.
- Carried out reception functions and general office maintenance.

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Quito, Ecuador

English Language Instructor

August 2007- December 2008

- Taught English to professionals at all levels of learning, from beginners to high-advanced
- Taught private classes custom tailored to each student's needs. Taught classes both on-site at the institute or for corporate students, at their offices.
- Designed daily curriculum, learned advanced methods of language retention, wrote student evaluations.

Inlingua*English Language Instructor*Quito, Ecuador
February 2008 – December 2008

- Taught English to professionals at all levels of learning, from beginners to high-advanced business English learners.
- Taught private classes custom tailored to each student's needs. Taught classes both on-site at the institute or for corporate students, at their offices.

Human Rights Watch*Development and Outreach Intern*San Francisco, CA
January 2007- June 2007

- Publicized and did community outreach for the Human Rights Watch International Film Festival through marketing.
- Conducted outreach to HRW Young Advocates for event planning.
- Completed general Administrative tasks, such as email maintenance, answering phones, sending fax, and up keep of the donor database.

Global Exchange*Sweat-free Intern*San Francisco, CA
February 2006- June 2006

- Responsible for maintaining the website, developing promotional materials and posting articles.
- Provided administrative assistance to the Sweat-free campaign, which entailed planning meetings with sweat free coalition members and lobbying congress members.
- Organized Planning Committee for successful fundraising event raising \$1000 for an independent Salvadorian Women's Cooperative.
- Networked with other sweat-free community organizations to create partnerships, which advanced our collective mission.

University of Santa Cruz Women's Center*Inside Out Writing Project Coordinator*Santa Cruz, CA
April 2003 – December 2003

- Developed and designed curriculum for writing workshops.
- Facilitated six weekly writing workshops in jail facility.
- Implemented and staffed re-entry hours at resource center.
- Coordinated and organized fundraisers and donation drives for the project.
- Networked with local community services and compiled resources for center.