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GEORGINA ALLEN

EDUCATION

B.A. AMERICAN AND LEGAL STUDIES, UNIVERSITY OF MARYLAND, COLLEGE PARK, MD **2011**

SUPERVISORY EXPERIENCE

PROGRAM COORDINATOR, VOLUNTEER ORGANIZATIONS INC., BALTIMORE, MD **2016-PRESENT**

Provide administrative support for Board Program, fellowship opportunity, and student programming, reaching 1500 program participants and 30 stakeholders annually
Manage all aspects of program planning, implementation, and deliverables, and timely correspondence with program participants
Oversee and maintain all social media accounts by scheduling ten status updates weekly, including event announcements, alumni spotlights, and relevant articles

ASSISTANT DEAN OF STUDENT LIFE, INDEPENDENT SCHOOL ORG, BALTIMORE, MD **2011-2016**

Administered comprehensive residential life program at boarding and day school for 200 students
Trained, managed, and supervised a team of 16 residential house faculty
Organized all residential programs and special projects, planned and conducted weekly meetings
Represented residential life program to internal and external stakeholders, including collaboration with Directors, Deans, students, faculty, parents, and administrators

STUDENT SUPERVISOR, COLLEGE LIBRARY, CARLISLE, PA **2009-2011**

Supervised day-to-day operations of on-campus library, including organizing records, issuing and receiving materials, and maintaining collections of books and articles
Selected, trained, and supervised new library staff or onboarding two new hires monthly

INSTRUCTIONAL EXPERIENCE

INSTRUCTOR, OURDOOR EDUCATION CENTER, MILLERSVILLE, MD **2011-2012**

Provided high-quality supplemental and enrichment educational programs through outdoor experiential learning to diverse cohorts of elementary and middle school students
Facilitated team-building and challenge activities for groups of 10-12 middle school students; hosted three groups daily
Developed program activities and schedules; collaborated on activity planning team

EDUCATIONAL INTERN, EDUCATION FOUNDATION, BALTIMORE, MD **2010-2011**

Supported the development and implementation of daily lesson plans for voyager exploration program for middle school students
Delivered age-appropriate science, technology, engineering, and math lessons with educational activities for middle school students

SKILLS

Strategic planning, budget management, supervising a team, lesson planning, teaching and instruction, detail-oriented, event logistics, project management, collaborative team-player