

BERTHA BOBCAT

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Mailing: 65 Campus Ave #1234, Lewiston, ME 04240
Legal: 123 Main Street, Charlottesville, VA 22903
U.S. Citizen

Federal Appointment: Competitive Service | Tenure: Conditional | Career Ladder: GS-15

EDUCATION

Bates College, Lewiston, ME 2028

B.A. in Environmental Studies; Minor in Rhetoric, Film, and Screen Studies

Cumulative GPA: 3.7 | Major GPA: 3.85

Relevant Coursework:

- *Lives in Place*
- *Environment and Society*
- *Hydrogeology*
- *Environmental Ethics*
- *U.S. Environmental History*

Albermarle High School, Charlottesville, VA 2024

HS Diploma

Cumulative GPA: 3.7 | Major GPA: 3.85

PROFESSIONAL EXPERIENCE

Research Assistant, Bates College, Lewiston, ME 04240 Oct. 2024-present

10 hours per week | \$20 USD per hour | 4 Andrews Road

supervisor: Stephen Engel | contact: sengel@bates.edu; 207-786-8209

Okay to contact: Yes

- Found, analyzed, and reviewed peer-reviewed papers for Dr. Stephen Engel, Professor of Politics.
- Wrote 30 condensed literature reviews, which required using a strong organizational system, close-reading, and strong critical analysis skills.
- Experience with MS Word.

Fundraising Assistant, Bates College, Lewiston, ME 04240 Jan. 2025-present

5 hours per week | \$20 USD per hour | 2 Andrews Road

supervisor: R. Casey Anderson | contact: randerse@bates.edu; 207-755-5976

Okay to contact: Yes

- Facilitate approximately 80-100 calls per shift to alumni donors to solicit contributions.
- Experience using Hudl to plan and launch fundraising campaigns via text messages.
- Adhere to a strict level of confidentiality when handling donors' personally identifiable information, such as their home addresses, tax payer identification number, and credit card numbers.
- Write 30 notes of acknowledgment to donors each week to thank them for their contribution to Bates College.
- Raised over \$900 on behalf of the College through phone calls to donors.
- Experience with MS Word, Salesforce, and MS Excel.

Life Guard, Aquatic & Fitness Center, Charlottesville, VA 22904 May 2024-Aug. 2024

40 hours per week | \$7.25 USD per hour | 321 S Main St. #200

supervisor: Sarah Smith | contact: 555-123-1234

Okay to contact: Yes

- Provided excellent customer service to pool patrons.
- Organized and managed front desk, which entailed answer in-person questions, logging guest check-ins, and juggling incoming telephone calls.
- Certified lifeguard since 2022.
- Assist in co-teaching the bi-weekly lifeguard training class by correcting students' techniques.
- Spent 75% of time (30 hours per week) serving as a life guard and 25% of the time (10 hours) working the front desk.
- Ensured compliance with town and state laws for pools. Ensured that guests were behaving in a safe manner in the pool.
- Received the Pitch-In Team Award for the Summer 2024 for my willingness to help in any situation and demonstrating professionalism at all times.

CAMPUS INVOLVEMENT

Member, *Bates College Legal Society*, Lewiston, ME 04240 Oct. 2024-present

- Facilitate and plan weekly club meetings.
- Manage workshops to expose students to information regarding LSAT, law school admissions, life as a law student, and varying careers in the legal field.
- Manage email listserv of over 300 students.
- Approximately 2 hours per week.

Member, *Bates EcoReps*, Lewiston, ME 04240 Oct. 2024-present

- Consider ways to improve environmental sustainability across a campus of 1,800 students.
- Assigned to a project to eliminate single use paper cups from the dining hall and find an affordable and sustainable replacement.
- Experience with data collection.
- Attend weekly meetings with fellow EcoReps.
- Experience using Slack.

Editor-in-Chief, *The Revolution at Albermarle High School*, Charlottesville, VA 22901 Aug. 2023-May 2024

Member

Aug. 2021-May 2023

- Wrote 1-2 articles per month as a member. Researched and interviewed subjects.
- Managed a staff of 12 students (with the assistance of the faculty advisor) as the editor-in-chief. Reviewed and edited about 6 articles per month. Delegated tasks to the deputy editor-in-chief, who was responsible for reviewing approximately 6 articles per month.
- Experience using Canvas for graphics.

GRANTS, ACHIEVEMENTS, AWARDS

Dean's List, Bates College Fall 2024

GPA of XXX or greater

Service League Award, Albermarle High School Spring 2024

For over 500 hours of service to the Charlottesville and greater Albermarle region.

SKILLS

Athletics: Bates Track and Field Team (Division III) 2024-present

Languages: English (Fluent), Spanish (Beginner)

Technical Capabilities: Microsoft Office Suite, Google Suite, Photoshop