

**JOSEPH GAUCHO**  
Santa Barbara, CA 93106  
(805) 555-5555 ◦ insert email here

**EDUCATION**

**George Washington University**  
*B.A. in Global Studies, GPA 3.80*

**B.A. Expected June 2016**  
*Washington, DC*

**RELEVANT EXPERIENCE**

**Brookings Institution**  
*New Media Intern*

**April 2015 – Present**  
*Washington, DC*

- Coordinate all reports, fact sheets, and policy briefs, including editing, layout in InDesign and printing.
- Maintain and track online content. Coordinate and upload content to website, Facebook and Twitter.
- Utilize analytical tools to determine the success of Brookings Institution's web efforts.
- Compile and send informational email blasts and media alerts, and maintain web-based mailing lists.

**Center for Community Change**  
*Fundraising & Operations Intern*

**April 2014 – April 2015**  
*Washington, DC*

- Ordered supplies and managed relationships and contracts with vendors and office service providers.
- Maintained, upgraded and conducted IT troubleshooting for office equipment and staff computers.
- Organized office events and assisted with planning of program conferences, including preparation of materials.
- Planned and executed logistics for a two-day board meeting held in Nicaragua, including flights, lodging and food for thirty people. Prepared all materials for the meeting and was responsible for recording minutes.
- Served as liaison to the accountant. Tasks included preparing invoices and wire transfers, reconciling credit card statements and processing deposits.

**Washington Office on Latin America (WOLA)**  
*Mexico Program Intern*

**January– April 2014**  
*Washington, DC*

- Assisted the Finance Director by tracking bills, processing credit card receipts, and filing financial documents.
- Supported the Director of Communications by tracking and recording traffic on WOLA's website and social networking sites, live streaming events held in the office and coordinating and updating press lists.
- Maintained the Salesforce database by adding and updating contacts for seamless delivery of WOLA's publications.
- Ensured smooth office operation by restocking office supplies, screening and directing calls, distributing faxes and mail and preparing the office for events for between ten and forty guests.
- Researched and wrote briefs about issues in Mexico for the Senior Associate of the Mexico Program.
- Translated written materials from English to Spanish and Spanish to English for publication on WOLA's website and/or distribution to donors and members of Congress.

**VOLUNTEER EXPERIENCE**

**Don Bosco High School**  
*Volunteer*

**January – April 2012/February – June 2013**  
*Calcutta, India*

- Oriented groups of five to twenty new volunteers three times per week to the work they would be performing.
- Created a curriculum for volunteers to use in teaching students.

**SKILLS**

- Skilled with use of MS Office Suite and Adobe Creative Suite
- Experience managing a website
- Adept at using various donor/supporter management programs such as Salesforce, Salsa and Bloomerang