

Annmarie Barnes
Denver, CO
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QUALIFICATIONS SUMMARY

Over five years experience in organizational support, professional communication, research, and cross-cultural communication with a commitment to learning and development.

EDUCATION

Candidate for M.A. International Studies, Concentrations: Conflict Resolution and Policy Analysis

University of Denver, Denver, CO

B.A., Political Science and Minor in Theatre Arts,

Hartwick College, Oneonta, NY May 2001

EXPERIENCE

United States Peace Corps, St. Vincent and the Grenadines January 2004-March 2006

Peace Corps Volunteer—Youth and community development

- Trained 18 Peace Corps Volunteers and community partners for in-service training and project design and management
- Created lesson plans, completed weekly reports, and taught literacy and math to 6 adults
- Expedited the training of 16 adult literacy volunteers
- Facilitated remedial reading classes with 42 2nd and 3rd grade students
- Collaborated with a community development group on several community activities
- Trained 100 first-year students at the Community College during orientation
- Conducted workshops in stress management, life skills, behavior change communication, and HIV/AIDS
- Organized publicity plans for 2 male health symposiums with over 100 participants
- Assisted in hosting a Peace Corps radio show
- Served as the island solicitor reporter for the *Serious Ting* magazine and sent quarterly updates for volunteers

Family and Children Association, Hempstead, NY September 2003-January 2004

Respite Counselor

- Counseled 2 mentally challenged youths weekly
- Transported youths in respite activities in order to provide a social outlet outside of the family
- Completed weekly reports on the progress of each respite and planned upcoming activities

Congresswoman Carolyn McCarthy, Hempstead, NY September 2001-January 2002

Intern

- Sorted, recorded, and disseminated mail, incoming casework, and invites
- Communicated with federal agencies such as the Immigration and Naturalization Service
- Distributed information to constituents and conducted constituent outreach
- Facilitated administrative activities

Hartwick College, Oneonta, NY

November 2000-May 2001

Teacher's Assistant

- Reorganized various files in order to create a filing system
- Documented phone messages and maintained a log book
- Organized activities with other offices on campus for upcoming department projects
- Coordinated out of class activities for students

HONORS/AWARDS

John Christopher Hartwick Scholar, Best Thesis Award, National Honor Society member

Pi Sigma Alpha member, Honors program, Dean's list, Who's Who college student, Andrew B. Saxton fellowship

Samuel Nelson Scholarship, and the James and Jessie Smith Scholarship

SKILLS, LANGUAGE, & TRAVEL

Proficient MS Word, PowerPoint, Excel, working knowledge of Spanish and Hindi, India and Thailand