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**Sara J. Balajthy**

**EDUCATION: Global TESOL College**

Certification for “Teacher of English to Speakers of Other Languages” with emphasis in teaching ESL locally

Graduation: July 2013

 **State University of New York at Geneseo**

Bachelor of Arts, December, 2012

Major: Psychology

Minor: Sociology

GPA: 3.42

**HONORS:** Psi Chi National Honor Society

Dean’s List

 Phi Eta Sigma National Honor Society

 St. Lawrence Award for Community Service

**WORK**

**EXPERIENCE: International Justice Mission** Jan. 7-April 26 2013

 *Executive Intern* Washington D.C.

* Planned events, assisted in the coordination of programs for over 150 staff
* Organized logistics for the Global Summit, an annual meeting of the Executive Directors of Partner Offices
* Coordinated travel arrangements for members of the Partner Offices and Executive Team
* Performed detail-oriented administrative tasks, took meeting minutes

 **InterVarsity Christian Fellowship** Spring 2013

*Administrative Assistant*  Rochester, NY

* Updated company website by categorizing and reformatting articles
* Wrote summary briefs for over 70 articles

 **International Justice Mission** May 2013

 *Temporary Constituent Relations Representative* Washington D.C.

* Updated database of constituent information on Raiser’s Edge Fundraising and Donor Management Software

**LEADERSHIP**

**EXPERIENCE: Executive Team for InterVarsity Christian Fellowship**  2011-2012

* Planned and coordinated events for over 100 people
* Recruited and directed teams to implement planned activities
* Represented InterVarsity at panel discussions and club fairs

 **Small Group Leader for InterVarsity Christian Fellowship** 2010-2011

* Prepared and led discussions with over 20 students
* Developed mentoring relationships with younger students

**VOLUNTEER**

**EXPERIENCE: St. Louis City Lights Service Project, Spring Break** 2012

* Worked for Harambe, a community outreach which provides jobs for teenagers in the community through home restoration
* Team leader for fundraising efforts