

Aleena Wilson

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EDUCATION

Gustavus Adolphus College June 2017
Bachelor of Arts: Sociology and Anthropology GPA: 3.915

Carleton College September 2012-May 2015

Study Abroad, School for International Training, Rabat, Morocco September - December 2014

- Studied Arabic, Multiculturalism and Human Rights through the classroom and field based research
- Conducted research and wrote thesis on stranger harassment

HONORS/SCHOLARSHIPS

Dean's List (Fall 2015, Spring 2016)

Alpha Kappa Delta Sociology Honors Society

LANGUAGE SKILLS

Arabic: Advanced (Writing); Intermediate (Reading, Speaking)

RELATED EXPERIENCE

DWI Court Intern, St. Louis County Drug Court June 2016-August 2016

- Collected and drafted information for grant reporting
- Created and implemented sanction and incentive tracking program
- Promoted sober cab program throughout St. Louis County

Legal Aid Intern, Mid-Minnesota Legal Aid January 2016

- Researched and recorded Order for Protection dismissals in client cases
- Attended court hearings and domestic violence court
- Called clients and conducted survey about legal services

Drug Court Intern, St. Louis County Drug Court June 2015-August 2015

- Recorded client information at weekly staffing
- Shadowed probation at client field checks
- Provided clients with community resources for a sober life

Advocate, HOPE Center, Faribault, MN June 2014 - August 2014

- Attended court as an advocate for victims of domestic and sexual violence
- Conducted research and drafted findings of the court on domestic and sexual violence
- Advised and provided resources to diverse clients
- Participated in training on topics such as deep listening, advocacy, mental health, child sexual abuse, LGBT community

OTHER EXPERIENCE

Office Assistant, Gustavus Community Based Service and Learning September 2015 – Present

- Designed and produced posters to promote the office's services
- Coordinated the Angel Tree for 120 low-income children in the community
- Organized marketing and set-up of service events
- Answered students questions about volunteer opportunities

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Sales Associate, Duluth Pack, Duluth, MN June 2016-August 2016

- Provided high-quality customer service to optimize customer purchasing and payment process
- Managed and maintained store displays to enhance product visibility and expedite product location activities
- Educated customers on available product options to meet and exceed customer service experience
- Investigated and resolved customer complaints or issues to strengthen store reputation and grow customer retention

Assistant Manager, Bucks Toys & Tires, Isanti, MN, March 2015-May 2015

- Maintained daily record of all transactions and generate reports for store owner
- Created efficient system for ordering parts and updated website with new merchandise
- Motivated sales employees to improve morale, performance and store revenue

Office Assistant, Carleton Political Science Department September 2012 – March 2015

- Communicated with students, faculty and staff by phone, in person or email
- Operated office equipment (including photocopying, scanning, faxing), answered multiple phone lines
- Designed and produced flyers, run errands on campus

Dance Instructor, Korea-Poly Summer Camp, Faribault, MN July 2013 - August 2013

- Created daily dance curriculum and choreographed a dance for South Korean elementary students

Au Pair, Arma Di Taggia, Italy June 2013 - July 2013

- Taught English language to 8-year-old boy
- Supervised daily activities, managed schedule, meals and cleaning

Non-Profit Intern, Weitz Family Foundation, Omaha, NE March 2013

- Shadowed Founder Barbara Weitz and learned about non-profit organizations in Omaha
- Attended meetings with directors of various non-profit organizations to learn about how they were started

Office Assistant, Waschke Family GM Center, International Falls, MN June 2012 – August 2012

- Expedited accounting, accepted online payments, closed accounts, billed customers, ran the cash register
- Provided friendly customer service at the office and promotional events
- Completed office duties efficiently

SERVICE AND LEADERSHIP

Veterans of Foreign Wars, Volunteer September 2015-Present

Sexual and Domestic Assault Hotline, Volunteer September 2013-Present

Carleton College Sexual Misconduct Board, Board Member September 2013-March 2015

Adopt a Grandparent, Volunteer September 2013-May 2014

Nicollet County Election Judge, Paid position November 2016