

# Norma Garcia

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## EDUCATION

University of Vermont (UVM), Burlington, VT

Anticipated May 2017

### **Bachelor of Arts degree in History**

Honors: Presidential Scholarship, Peer Leader Scholar, Clymer Scholar, Dean's List (all semesters)

## POLICY EXPERIENCE

**Legislative Intern**, VT Network Against Domestic Violence, Montpelier, VT

Sept. 2016-Present

- Assisted public interest lawyers with legal research on state legislation.
- Collated materials for residents and legislators and registered voters.
- Wrote informational briefs and reports which were distributed to staff and community stakeholders.
- Directed and aided citizens in lobbying efforts.

**Legislative Intern**, Governor's Commission On Women, Montpelier, VT

May 2015-Aug. 2015

- Researched proposed statutes and case law.
- Wrote newsletters and distributed information to residents, affiliated organizations, and legislators.
- Informed citizens of legislative processes.
- Lobbied legislators on issues related to women's rights.

## WORK EXPERIENCE

**Assistant Program Coordinator**, Women's Center, UVM

Sept. 2016-Present

- Organized and facilitated educational programs such as Take Back the Night and the Women's Breakfast Series.
- Aided Director with special research and public relations assignments.
- Compiled data and distributed information and resources to members and associated organizations.

**Supervisor**, Learning Cooperative, UVM

Jan. 2016-Present

- Managed, trained, and supervised a staff of eight examination proctors.
- Administered tests to students with learning disabilities.
- Provided informational assistance and maintained records.

**Managerial Assistant**, Admissions Office, UVM

Sept. 2014-May 2015

- Analyzed national college admission standards and procedures.
- Formulated reports on UVM's admissions trends and projections.
- Coordinated three college fairs in the New England region.
- Interviewed prospective college candidates.
- Performed administrative duties for Director and Assistant Director.

## STUDENT INVOLVEMENT

• **Diversity Intern**, Admissions Office, UVM

Sept. 2016-Present

• **Executive Chair**, President's Commission on the Status of Women, UVM

Sept. 2015-May 2016

• **Advisor**, President's Advisory Council, UVM

Sept. 2015-May 2016

• **Senator**, Student Government Association, UVM

Sept. 2014-May 2015

• **Officer**, Judicial Appeals Board, UVM

Feb. 2014-May 2014