

MAREN HAAS

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EDUCATION

Middlebury Institute of International Studies at Monterey

Masters of Arts: International Education Management
Paul D. Coverdell Fellowship recipient

Monterey, CA
Expected Graduation: December 2016

University of Minnesota – Twin Cities

Bachelor of Arts: Biology, Society and the Environment
Minors: Chemistry and Spanish

Minneapolis, MN
May 2011

PROFESSIONAL EXPERIENCE

Middlebury Institute of International Studies

Graduate Assistant of Peace Corps Programs

Monterey, CA
August 2015 to present

- Collaborates with the Peace Corps Club and acts as liaison between the club and the university.
- Maintains contact with current Peace Corps Fellows about program requirements and opportunities.
- Updates job and event postings on the university's online career management database.

National Outdoor Leadership School

Operations Assistant, NOLS Professional Training

Lander, WY
June 2014 to June 2015

- Assumed three positions for three months, hired a new administrative assistant, and organized and facilitated the training for five new employees during the transition of five team members. .
- Worked with the Archer School for Girls to prepare over 200 students for weeklong courses annually.
- Participated in a Diversity and Inclusion workshop focusing on ways to practice allyship and increase awareness in and out of the workplace.

Administrative Assistant, NOLS Professional Training

January 2014 to June 2014

- Registered students, processed payments and contacted students to gather required information.
- Entered and managed student and client data in databases: Phoenix, Nexus and File Maker Pro.
- Responded to inquiries from potential clients and future students via phone and email on a daily basis.
- Created and updated client webpages on the NOLS website.

University of Minnesota – Twin Cities

Academic Peer Adviser

Minneapolis, MN
June 2009 to May 2011

- Educated groups of 20, totaling over 1,000, incoming students on academic procedures and registration.
- Advised over 300 students on academic planning and other academic concerns, including: finishing in four years, study skills, and preparing for post-graduate plans.
- Developed programming and marketed student workshops for efficient study habits and career planning.

INTERNATIONAL EXPERIENCE

Centro de Estudios de Español Pop Wuj

Spanish Immersion Student

Quezaltenango, Guatemala
July 2015

- Received one-on-one tutoring 5 hours a day, 5 days a week for 4 weeks.
- Constructed two stoves with the Safe Stove Project in a small community outside of Quezaltenango.

United States Peace Corps

Formal Education Volunteer

Lalgaye, Burkina Faso

June 2011 to August 2013

- Planned and implemented mathematics program consistent with Burkina Faso's education program.
- Monitored and assessed student progress for four classes of 60 to 80 students through oral inquisition, tests and in class activities.
- Acted as financial officer through grant writing and expense tracking for a weeklong science camp with 40 student participants.
- Partnered with host country nationals to implement girls camp for 25 students, emphasizing decision-making skills, goal setting and confidence building.
- Trained incoming volunteers on co-teaching, teacher training, tutoring, life skills, cross-cultural integration and gender sensitivity in project design and implementation.

Fundación Ortega y Gasset

International Exchange Student

Toledo, Spain

January 2010 to April 2010

- Enrolled in four courses and lived with a host family for full immersion of language and culture.
- Volunteered to facilitate environmental activities including nature hikes, reusing recyclable materials, and learning about the wildlife of the Mediterranean ecosystem with groups of 25 students, ages four to eight.

LEADERSHIP EXPERIENCE

Community Entry Services

Dancing with the Stars Lander Co-Chair

Lander, WY

September 2014 to June 2015

- Coordinated event logistics and acted as point of contact for 24 event participants.
- Event raised over \$43,000 to benefit the clients of Community Entry Services

National Outdoor Leadership School

Southwest Outdoor Educator

Arizona

January 2015

- Backpacked 16 days in the Kofa National Wildlife Refuge and climbed 14 days at the Cochise Stronghold.
- Acted as designated leader for 4 days planning routes, leading debriefs and mediating conflict.

Lander Cycling Club

Vice President

Lander, WY

March 2014 to June 2015

- Participated in monthly meetings and annual events including the Fremont Area Road Tour.
- Implemented grant funding for *Share the Road* signs on popular bike routes in the community.

Assistant Dean Freshman Advisory Board

Student Leader

Minneapolis, MN

September 2007 to May 2008, September 2009 to December 2009

- Represented the student voice on university projects with the Assistant Dean of the College of Liberal Arts.
- Developed leadership and provided mentorship for eight freshmen in the Sophomore Initiative program.

TECHNOLOGICAL SKILLS

- Software: Contribute, Google applications, Microsoft Office Suite: Word, Excel and PowerPoint
- Databases: File Maker Pro, Nexus, PeopleSoft, Phoenix, Symplicity CSM

LANGUAGES

- **English:** native language
- **Spanish:** proficient (reading, writing, speaking)
- **French:** elementary (speaking, reading)