

CLAIRE ROBINS

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EDUCATION

- Ludwig Maximilian University of Munich**, Munich, Germany Oct 2019 to present
M.S. Media, Management & Digital Technology
Final grade: 1.3 (German grading system: = 3.79 US)
- New York University**, New York City, USA Sep 2014 to May 2018
B.S. Advertising & Marketing Communications
Final grade: 3.79 / Magna Cum Laude
- San Ignacio de Loyola University**, Lima, Peru Jan to May 2016
Study Abroad Program

EXPERIENCE

- LMU English Writing Center**, Munich, Germany Oct 2018 to present
Writing Fellow
- Tutor approximately 8 non-native English speakers per week to help them improve the written grammar, style, and structure in their resumes, theses, and academic papers
 - Assist Writing Center staff with developing new materials for educational and staff training use
- New York Pizzeria**, New York City, USA Aug 2017 to May 2018
Server
- Carried out all front-of-house operations, including taking orders, running the cash register, delivering food, and restocking
 - Maintained customer satisfaction in a fast-paced environment
- Edna McConnell Clark Foundation**, New York City, USA Sep 2016 to Jan 2017
Marketing Intern
- Collaborated with marketing director to write and edit a 40-page brand guideline document
 - Drafted daily social media content on four company platforms
 - Assisted senior marketing staff in developing text and graphics for Foundation events
 - Used Photomechanic to organize and tag over 10,000 photos in the Foundation's database
- NYU Volunteer Office**, New York City, USA Jan 2014 to Dec 2015
Clerical Assistant
- Coordinated over 20 volunteers for on-site duties during the NYC Marathon
 - Collaborated with event planners to organize community outreach events in preparation for the NYC Marathon
 - Organized NYU charity functions in conjunction with city-wide cultural events

SKILLS

- English: Native speaker; Spanish: Basic (A2.2); German: Intermediate (B2.2)
- Proficient in Microsoft Office, Mac OSX, HTML, CSS, G Suite, Adobe Suite, Photomechanic, Prezi. Basic knowledge of JavaScript and Python.