

CHRISTINE GODING

Chicago, IL 60626
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EDUCATION

Northwestern University, Evanston, IL September 2010-Present
PhD Student in African American Studies
▪ Expected completion Spring 2015

Brown University, Providence, RI (Graduated May 2008)
▪ Bachelor's Degree in Linguistic Anthropology
▪ Bachelor's Degree in Africana Studies

Université de Paris III, La Sorbonne Nouvelle - Study Abroad, Paris, France (Spring 2007)
▪ French language and literature courses
▪ Taught English Education Seminars in a French Private High School

INSTITUTIONAL SERVICE

Co-coordinator, Graduate Student Conference
▪ Northwestern University African American Studies Conference, April 2012

WORK EXPERIENCE

Administration Director January 2009-September 2010
Harlem Village Academies, Charter School
New York, NY

- Updated student records and biographical information in New York State database (Automate the Schools), and Harlem Village Academy information databases.
- Liaison to New York State Department of Education offices such as Pupil Transportation, School Food, School Health, and Office of State Assessment.
- Supervised recruitment and conducted testing of incoming students. Maintained records of all applicants.
- Coordinated professional development days and Summer Retreat.
- Oversaw local financial operations including lunch billing and payments, purchase orders, expense reports, and supervision of petty cash and monies collected for school trips.
- Taught Guided Reading throughout the year.

Third World Transition Program Coordinator March 2007-March 2008
Brown University, Providence, RI

- Coordinated and facilitated the Third World Transition Program, a four day pre-orientation program attended by 200 First Year Students that addressed issues of Racism, Sexism, Heterosexism, Homophobia, Classism, Imperialism and Able-ism.
- Oversaw Unity Day (monthly community forums), as well as follow up workshops and convocations throughout the academic year.
- Facilitated monthly executive and staff meetings.
- Interviewed and selected successors in the Spring.

ADDITIONAL SKILLS

Languages and International Experience

- Fluent in French.
- Proficient in Spanish.

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook)