

EDWARD FITCH

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EDUCATION

Boston College

M.Ed., Higher Education Administration – GPA 3.45

Coursework includes: Case Study; Development Studies; Global Governance and Citizenship; Project Management and Service Delivery; Social Research Methods; Structure and Management of Non-profit Organizations

Chestnut Hill, MA

May 2012

Suffolk University

BA, International Relations – GPA in major, 3.7; Overall GPA, 3.5

Boston, MA

May 2007

WORK EXPERIENCE

Program Coordinator

International Outreach Foundation

10/2007 – 7/2010

Chicago, IL

- Co-organized the First Annual Education and Employment Alliance Summit by creating and monitoring the event registration database and communicating with venue staff and participants to ensure event success
- Managed a \$125,000 corporate grant by communicating weekly with stakeholders and conducting site visits
- Worked in a team to redefine the organization's vision statement as part of the strategic planning process
- Supported center programs including updating website content, editing concept papers, and drafting contracts
- Organized center activities including developing an internal communications and operations strategy

Substitute Teacher & Tutor

Westwood High School

1/2006 – 9/2007

Westwood, MA

- Tutored students who were not achieving up to standards and also those who had missed school
- Coordinated with subject teachers in order to successfully and creatively teach the students the information that they were struggling with or that they had missed

Internship Advisor

The Resource Center, Suffolk University

9/2005 – 5/2007

Boston, MA

- Increased participation in program by nearly 100% in first year.
- Counseled students taking a leave of absence - assisted in setting goals, writing resumes, and applying to appropriate internships.
- Advised on planning finances, locating housing, dealing with parents' concerns and negotiating other touchy issues.

LEADERSHIP EXPERIENCE

Writing Fellow / Selection Committee Member

English Department, Suffolk University

9/2005 – 5/2007

Boston, MA

- Served on selection committee: evaluated 140 academic papers submitted by applicants to tutoring program; interviewed candidates; selected new Fellows by group consensus
- Analyzed the style, organization, argumentation and grammar of students' academic papers
- Helped students improve their writing abilities and confidence through individualized advising and revision strategies

Wilderness Trainer / Steering Committee Member

Suffolk Outdoor Leadership Trips, Suffolk University

9/2005 – 5/2007

Boston, MA

- Collaborated with 5 other steering committee members to plan trips for 150+ sophomores, set goals and guidelines of organization, interviewed and selected new leaders by group consensus.
- Committee increased participation in program by 27% over previous year through intensive networking and use of social media.
- Co-led backpacking trips to train student leaders.
- Helped students grow as leaders and as people – led discussions on group dynamics and leadership, ran first-aid simulations, taught minimum-impact camping skills.

SKILLS:

Computer skills:

Mac and PC; Microsoft Office (Word, Excel, PowerPoint); Filemaker Pro; Photoshop

Languages:

Proficiency in French and some Tagalog