

# Serena Suson

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## EDUCATION

**Dartmouth College** | Undergraduate | Hanover, NH 2021–2025

*Bachelor of Arts*, Major in English modified with Classical Languages and Literatures, Minor in Hispanic studies GPA: 4.0/4.0

Honors/awards:

- Rufus Choate Scholar: Designation for students in the First Honor Group of the College Honor List 2021–2022, 2022–2023, 2023–2024
- Citation for Academic Excellence: GRK 1, ENGL 47, GRK 28, SPAN 75.01, GRK24, ENGL 17 2022–2024
- Atherton 1883 Greek Prize, Dartmouth College: Awarded to one member of the junior class and one member of the first-year-class who has demonstrated the best achievement in Ancient Greek 2022, 2024
- Phi Beta Kappa Induction, Phi Beta Kappa, Dartmouth Chapter: Awarded to senior students with the highest grade point average after eight terms of study 2024

## RELEVANT EXPERIENCE

**Development and Legal Intern** | Open Door Legal | San Francisco, CA June 2024–August 2024

- Contributed to the execution of ODL's 11th annual fundraising gala to raise more than \$462,289.94 towards universal legal aid
- Updated the donor database following the gala to form connections with 61 first-time donors
- Conducted staff and client interviews in English and Spanish to create content for future organizational expansion
- Drafted progress reports for annual CalCRG and HP4 grants to communicate positive impact on clients and to trace annual staff achievement
- Attended the summer intern training series coaching detailed record keeping, written advocacy, negotiation, positive client management, resiliency, and leadership skills

**Service Chair** | Phoenix Senior Society | Dartmouth College | Hanover, NH May 2024–present

- Compiled a database of more than 400 alumni contacts going back to the founding class of 1982 to maintain connection with our organizational mission and to propel member professional development
- Organized programing and events logistics for Of Dartmouth, Safer Sex Sex Ed Workshop, Drag Panel, and flier campaigns
- Conducted outreach to establish service opportunities with local, institutional, and student organizations such as Upper Valley Haven, Dartmouth Center for Social Impact, Rauner Special Collections Library, DD4P, Cobra, and other senior societies
- Expanded infrastructure and member engagement by 85% by implementing Archivist, Secretary, and Adjudicator positions

**Spare Rib** | Dartmouth College Intersectional Feminist Magazine | Hanover, NH September 2021–present

*General Manager*

- Managed coordination and exchange among six different teams to streamline termly publication progress
- Directed weekly executive meetings to discuss the administrative function of the publication and propose future developments
- Worked closely with Community Development executives to build relationships with various student organizations, administration, the Dartmouth population, and the Upper Valley community

*Writing Executive*

- Reviewed article pitches and proposals, created peer-editing teams, and worked with editor-writer teams to transition articles from the first draft stage to publication-ready
- Scheduled writing deadlines for the term and coordinated deadlines with other teams to ensure a clear and efficient rollout

*Writer*

- Created personal, research-based, and opinion-piece articles constituting a particular creative and intellectual voice
- Collaborated closely with a team of editors, artists, and designers to create a digital article spread

*Editor/Copy editor*

- Managed content development and provided constructive feedback to writing staff for 20 articles per edition regarding grammar and content suggestions, liaising with 3–5 editors per article

## SKILLS & INTERESTS

**Languages:** fluent Spanish, communicative Korean, proficient Attic Greek, intermediate Latin

**Writing Skills:** article writing, essay writing, creative writing, editing, copy-editing, copywriting, research, proficient with Microsoft Office Suite and Google Workspace applications, experience with Wordpress and Submittable

**Editing/Media:** proficient in formatting and content creation across Instagram, X (formerly known as Twitter), Tiktok, and other social media platforms; proficient with Audacity; familiarity with Adobe InDesign and Canva, Adobe Acrobat, Salesforce