

**Katelyn Marie Riconda**

46 Indian Wells Road  
Brewster, NY 10509

Mobile: (845) 235 - 4515

kriconda@gmail.com

**EDUCATION:**

**Fairfield University**

Bachelor of Arts

Majors: Sociology and International Studies

Honors: Sigma Iota Rho (International Studies Honor Society)

Alpha Mu Gamma (National Foreign Language Honor Society)

GPA: 3.41 overall      3.55 Sociology      3.70 International Studies

**Fairfield, CT**

January 2012

**Florence University of the Arts**

**Florence, Italy**

Fall 2010

**EXPERIENCE:**

**Save the Children**

*Global Sponsorship and Campaign Support Associate*

**Westport, CT**

August 2012 - Present

- Develop and coordinate marketing communications for sponsorship in the U.S. and abroad
- Liaise with Country Office staff and Save the Children International (SCI)
- Communicate directly with SC Italy, SC Korea, and support Members through MODA

**Riconda Maintenance Inc.**

*Administrative Assistant*

**Tarrytown, NY**

January 2012 - June 2012

- Managed front desk area, maintained mailing list database, and ordered office supplies
- Prepared invoices for customers; updated and managed accounts payable and receivable

**Children's Community Development Center**

*Assistant Teacher: Young Toddler Program*

**Westport, CT**

August 2011- December 2011

- Assisted the head teacher develop and implement an appropriate curriculum for children to enhance language abilities, motor skill development, and overall competence in early educational development
- Provided supervision, support, and facilitation as the children explored and learned

**Putnam County District Attorney's Office**

*Intern*

**Carmel, NY**

Summer 2011

- Observed County Court, Drug Treatment Court, and Mental Health Court
- Discussed court cases, trials, as well as appropriate and necessary actions in regard to legal system regulations with Putnam County District Attorney Adam Levy

**CT Quest for Peace**

*Intern*

**Bridgeport, CT**

Spring 2011

- Developed fundraising and resource drives; created promotional flyers and collection boxes
- Spoke at schools in Fairfield County about CT Quest for Peace's mission to support Nicaraguan citizens

**Misericordia di Firenze**

*Intern*

**Florence, Italy**

Fall 2010

- Translated English and Italian to assist medical staff and patients; reviewed and translated medical documents
- Transported patients to and from hospitals and schools

**ADDITIONAL INFORMATION:**

Trevor Project (Crisis intervention/suicide prevention for LGBT/questioning youth) Volunteer August 2012 - Present

United Nations' 10th Annual Youth Assembly Participant January 19 - 20, 2012

Fairfield University Global Citizenship Retreat Participant April 10, 2011

Chatham Bars Inn Children's Program in Chatham, MA Summer 2010

Malta House (Program for abused women) Volunteer in Norwalk, CT Fall 2009

Cape Cod Museum of Natural History KidSummer Day Camp Counselor in Brewster, MA Summer 2009

Fairfield University Women's Rugby September 2008 - May 2010

Boys and Girls Club (Program for disadvantaged youth) Volunteer in Bridgeport, CT Fall 2008

Mass Audubon Society Volunteer in Wellfleet, MA Summer 2008