**Carly Brownstein**

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# **EDUCATION**

**Master of Arts in Criminology and Criminal Justice** Expected May 2024

University of Maryland, College Park Current GPA: 4.0

**Bachelor of Arts in Criminology and Criminal Justice** May 2020

University of Maryland, College ParkCumulative GPA: 4.0

Honors: *summa cum laude*

# **RELATED EXPERIENCE**

**Maryland Children’s Alliance** Feb 2021 - Present

*Program Information Coordinator*

* Manage training registrations, attendance, pre- and post-tests/evaluations, certificates of attendance, and Continuing Education Units on program management software
* Synthesize data from membership surveys, evaluations, trainings, and technical assistance into quarterly and annual reports to guide and maximize programmatic efforts
* Provide technical assistance to members regarding data collection and reporting, and opportunities for training, mentoring, and development

**Anne Arundel County Board of Elections, Glen Burnie, MD** Aug 2020 - Nov 2020

*Administrative Assistant*

* Input election judge applications into multiple spreadsheets and databases
* Scheduled training classes for election judges and subsequently verified and recorded their attendance
* Processed voters’ absentee ballot applications, verifying information to ensure proper and timely issue of ballots

**University of Maryland, College Park, MD** Sept 2018 - Dec 2018

*Undergraduate Teaching Assistant*

* Aided 40 students with projects using the SPSS software to ensure complete understanding of assignments and the technology
* Guided students in hypothesis development to ensure the construction of effective research projects
* Assisted teacher with note-taking and grading to maximize the efficiency of the class

**SERVICE**

**RAINN** Aug 2023 - Present

*National Sexual Abuse Hotline Volunteer*

* Supported survivors of sexual violence using active listening techniques and survivor-centered communication
* Provided resources and referrals unique to individual needs, constraints, and desires
* Assisted survivors in pragmatic safety and disclosure planning

**CERTIFICATES**

**Collaborative Institute Training Initiative (CITI)**

* Social and Behavioral Responsible Conduct of Research
* Social and Behavioral Research - Basic/Refresher

**RAINN**

* Essential Skills Training

# **SKILLS**

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* Proficient in Microsoft Office
* Proficient in SPSS
* Proficient in Stata