

Jenny Lee  
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608-265-1157

Dear Ms. Lee & the University of Wisconsin Hiring team,

It is with great pleasure that I am writing to apply for the Fraternity and Sorority Life Specialist position at the University of Wisconsin-Madison. I am excited by the opportunity to support innovative impactful work that advances fraternity/sorority at the university and in the culture of higher education broadly.

My background is largely interdisciplinary, but it is underscored by a desire to serve and build community. Fraternities and sororities are vibrant communities that offer plentiful resources to their members and the campus as a whole. During my time at Washington University, I worked in a scholar community and was able to connect a diverse community to one another and to the St. Louis area through events like our orientation weekend, winter retreat, and various service opportunities.

While attending my undergraduate institution, Drake University, I served in student leadership & was a peer sexual assault and domestic violence advocate. In those roles, I gained operational knowledge of institutions, but I also learned how to work with college students and support their needs. I organized events focused on harm reduction, sexual and reproductive healthcare, and worked closely with the fraternities and sororities on campus to have conversations about culture and community.

I look forward to learning more about the position and the goals the University of Wisconsin-Madison has for the fraternity and sorority community. Please e-mail me at [kaseyspringsteen@gmail.com](mailto:kaseyspringsteen@gmail.com).

Best,



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(319)310-8781

## **Education**

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**Washington University in St. Louis – Brown School of Social Work** **Anticipated May 2023**  
Master of Social Work Candidate, Domestic Social and Economic Development

**Drake University, Des Moines** **May 2021**  
Bachelor of Arts in Journalism and Mass Communication, Strategic Political Communication  
Bachelor of Arts, English

## **Career Experience**

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**Annika Rodriguez Scholarship Program at Washington University in St. Louis**  
**Graduate Fellow** **January 2022 - Present**

- Engage with high-achieving students to foster a community centered on diversity, service, leadership, and academic excellence.
- Assess and develop internal systems for finalist and scholar selection processes
- Design orientation activities and educational materials for incoming scholars to enter the scholar community
- Organize social and educational opportunities designed to foster community and promote overall wellness
- Connect with professionals across Washington University's campus to provide interdisciplinary development opportunities for scholars throughout the academic year

**St. Louis Board of Aldermen, Alderwoman Megan Green**  
**MSW Concentration Practicum Student** **June 2022 - December 2022**

- Conducted policy research and drafted memos related to abortion access, reproductive healthcare, and crisis pregnancy center regulations at the municipal level
- Researched policy alternatives to promote accountability mechanisms in city government operations to stand up a charter commission before a ward reduction
- Develop programming and procedures for the St. Louis Youth Advisory Council modeled from other youth initiatives designed to increase civic participation among young people

**Trader Joe's**  
**Crew Member** **January 2022 - Present**

- Manage product ordering and backstock for multiple sections within the store
- Train newly hired staff on safety procedures and precautions as part of the onboarding process
- Oversee general operations on the store floor to ensure all sections are appropriately stocked, faced, and customers are receiving excellent service throughout their shopping experience
- Continue to develop knowledge of a large catalog of products to answer questions quickly and effectively

**The Harkin Institute for Public Policy**  
**Undergraduate Chief of Staff** **April 2020 - May 2021**

- Oversaw the undergraduate student employment program including hiring 7 undergraduate assistants, maintaining weekly internal updates to all staff, and developing staffing plans for lecture series hosted throughout the year
- Coordinated professional development opportunities for students to connect with community leaders and experts to gain industry and policy knowledge pertaining to
- Assisted the executive director in fundraising and development initiatives by coordinating meetings with donors
- Organized the Institute's annual Policy on Tap event, highlighting the intersection between policy, healthcare & pharmacy practice, and public health initiatives for Des Moines and Iowa community members

**Undergraduate Communications Associate** **October 2018-April 2020**

- Posted consistent content across social platforms to engage with university students, Des Moines community members, and other stakeholders
- Designed the 2019 and 2021 Harkin on Wellness Report highlighting organizations across the country leading health initiatives for underserved population

## **A Red Circle**

### ***MSW Foundation Practicum Student***

**January 2022 - June 2022**

- Designed and implemented two COVID-19 vaccine clinics with the state and county health departments
- Coordinated a virtual town hall series for residents of St. Louis city and county centered on topics related to different aspects of health
- Assisted in planning a series of community farmers' markets for residents of North County, St. Louis

### **Violence Intervention Partners at Drake University**

#### ***Sexual Assault Victim Advocate***

**August 2018 - May 2021**

- Provided crisis intervention in the immediate aftermath of sexual assault or domestic violence/abuse and developed safety plans based on initial and ongoing risk assessments for clients.
- Provided restricted and unrestricted reporting options specific to university policy to clients
- Hosted events throughout the year to raise awareness for sexual assault, intimate partner violence, and mental health among the campus population

### **Congresswoman Cindy Axne**

#### ***Constituent Services Intern***

**November 2019 - June 2020**

- Answered questions from constituents across the southwest part of Iowa pertaining to various policies passing through the national legislature
- Provided intake services for Iowans seeking assistance through different government processes and connected them with the appropriate case managers within the Congresswoman's office
- Maintained a detailed database of all communications that our office received from stakeholders including event requests, constituent concerns, and intergovernmental communication

### **St. Kilda Café & Bakery**

#### ***Server, Bartender, and Floor Manager***

**August 2020-August 2021**

- Managed a floor of seven servers and two bartenders while providing excellent service to guests
- Assisted in writing orders for bar ingredients and materials to ensure menu integrity
- Developed a coffee and cocktail menu for summer months and specialty beverages for various private events

## **Additional Experience**

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### **Drake University Student Senate**

**October 2018-Spring 2020**

#### ***Academic Affairs Student Senator***

- Liaised between student and faculty governance structures within the institution including advocating for student perspectives at faculty senate meetings and connecting students with faculty across disciplines
- Conducted a review of advising structures within the university and provided recommendations for improvements based on student feedback
- Provided student insight and recommendations in the development of Bulldog Foundations, a course designed to support first-year students in developing healthy academic and personal habits
- Served as a student representative at semi-annual Board of Trustees meeting to provide trustees with student input on the development of a new major and athletic scholarship opportunity

### **Strategic Political Communication Senior Capstone**

**Spring 2021**

#### ***Account Executive***

- Created a legislative advocacy plan for Best Buddies of Iowa
- Led a group of peers in laying out and executing design and roll-out plans for a lobbying campaign
- Organized a specific and thorough analysis of current business practices as well as room for growth