

Anna McDonald

anna.mcdonald@covenant.edu | 215.919.0021

www.linkedin.com/in/annaemcdonald

EDUCATION

Bachelor of Arts in Interdisciplinary Studies, *Covenant College*, Lookout Mountain, GA

May 2023

- Dean's List: 2020-2023

EXPERIENCE

Undergraduate Admissions Counselor, *Eastern University*, St. Davids, PA

May 2023 – Present

- Collaborate with other admissions counselors to review applicants, make final admissions decisions, and send out admissions offers
- Create a resource-rich environment for students and teachers as it pertains to college readiness and educational and career planning.
- Counsel parents/guardians to assist students with educational and career planning.
- Update job knowledge regularly by participating in educational opportunities, engaging with current students, reading professional publications, participating in professional organizations, and keeping current with legal guidelines and requirements.

Leadership Team Coordinator, *Covenant College*, Lookout Mountain, GA

August 2021 – May 2023

- Host weekly meetings for an underclass group of 5 members to focus on community stewardship
- Facilitate one-on-one discussions with peers to promote vulnerability and accountability
- Organize 5 residence hall events with the purpose of enriching hall or floor engagement
- Challenge team development in fiscal responsibility regarding event planning

Resident Assistant, *Covenant College*, Lookout Mountain, GA

August 2021 – May 2023

- Perform administrative tasks (i.e., Incident Reports, Maintenance Work Requests) and educate residents on emergency protocol
- Create and maintain a positive community atmosphere that is conducive to student learning
- Model healthy personal habits and attitudes such as discipline, time management, and teamwork
- Communicate with and advise residents to mediate conflict, cultivate deeper relationships, and encourage interconnecting among peers to align with the processes outlined by Covenant College
- Monitor an annual hall budget, allocate funds to events, and coordinate fundraising

Training Content Intern, *Samaritan's Purse*, Boone, NC

June 2022 – August 2022

- Reviewed the Processing Center (PC) Manual for Operation Christmas Child, corrected errors, and polished the communication of procedures
- Supervised the PC warehouse and processed donations to the operation in order to update inventory
- Collaborated with volunteers screening donations to foster relationships and expedite processing
- Participated in professional development workshops and information sessions concerning the multi-faceted operations of the organization

Clean Energy Intern, *INF Associates*, Newburgh NY

June 2021 – August 2021

- Supported facility engineering assessments by collecting technical data and updating inventory
- Assembled project files with field notes and data to equip engineers and project managers
- Ensured on-time delivery of high quality, detailed, and error-free products
- Formed relationships with customers and coworkers to best serve clientele