

# ECATERINA STARICOVICI

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## EDUCATION:

**University of North Carolina at Chapel Hill**, Chapel Hill, North Carolina  
*Bachelor of Arts in Biology, Minor in Neuroscience*, December 2017

**Cumulative GPA:** 3.10

**Honors:** Carolina Covenant Scholar

**Durham Tech Community College**, Durham, North Carolina  
Certified Nursing Assistant, October 2017

Basic Life Support Certified, November 2017

**Wake Forest University**, Winston Salem, North Carolina,  
June 2015 (48 credits)

## GLOBAL EXPERIENCE:

**Tutor**, Edinet, Moldova: *Volunteer*, May – August 2016

**Nexus**, Edinet, Moldova: *Volunteer*, May– August 2016

- Face-painted for special events and helped Special-Ed students participate in activities in different cities

## WORK EXPERIENCE:

**iTicket.law, powered by Hatley Law Office**, Chapel Hill, North Carolina, Legal Assistant, Aug. 2018

- Provided consultations for potential clients and explained legal processes for current clients
- Performed legal research, determined issues in cases, and reached out to clients to resolve issues
- Performed administrative duties, answered emails, and assisted with the management of databases and software

**UNC School of Media and Journalism**, Chapel Hill, North Carolina; *Grants Office Assistant*, Sept.-December 2017

- Researched and found grants, proposals, and scholarships for the School of Media and Journalism
- Read about the ideas and research of professors and found specific grants to fit their projects

**UNC School of Media and Journalism**, Chapel Hill, North Carolina; *IT Assistant*, January – May 2017

- Assisted students and professors with computer, printing, and other technical problems
- Installed programs and updated software

**UNC Gillings School of Global Public Health**, Chapel Hill, North Carolina; *Office Assistant*, January – May 2016

- Maintained and updated student information and printed, filed, and organized documents

**Camp Tekoa**, Hendersonville, North Carolina; *Camp counselor and Lifeguard*, May – August 2015

- Supervised cabin of 6-8 campers ages 6-15 and oversaw safety of approximately 300 campers at waterfront each day
- Teamed with other counselors to organize and lead large group recreational and social activities
- Comforted campers with homesickness and adjustment issues and provided necessary medications and first aid

**ZSR Library**, Wake Forest University, Winston Salem, North Carolina, August 2014-May 2015

- Administered Welcome Desk, Circulation, and Stacks
- Analyzed patrons' requests to determine needed information and provided that information

**Elite Eye Care**, Arden, North Carolina; *Intern*, August 2012-January 2013

- Interacted and assisted customers and filed and organized patients' documents
- Cleaned and organized office and prepared rooms for patients

## ACTIVITIES:

**Carolina Covenant Peer Mentor**, UNC, Chapel Hill, North Carolina, August 2016-May 2017

- Scheduled meetings with mentees throughout the year to discuss problems and help with adjustment issues
- Filled out progress reports for mentees for the Carolina Covenant program every two months

**Russian Club**, Co-president, Wake Forest University, North Carolina, October 2014-May 2015

- Reestablished the club officially and advertised it around campus
- Worked with Co-president, Vice President, and Faculty member to organize meetings and grow club
- Helped prepare Russian food and club activities throughout the year

**Wesley Campus Ministry**, Wake Forest University, North Carolina, August 2014 – May 2015

- Participated in weekly gatherings and local soup kitchens
- Volunteered for Appalachian Service Project in Chavies, Kentucky

## LANGUAGES:

- Conversational Russian Fluency