

## Ana Maria Caputo

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### EDUCATION:

#### **Boston College , College of Art and Sciences**

Bachelor of Science in Biology and Minor in Environmental Studies

Cumulative GPA 3.04

Chestnut Hill, MA

May, 2008

#### **CLL Language School**

Completed intensive course in French

Brussels, Belgium

June, 2004 – August, 2004

### EXPERIENCE:

#### **Boston College Environmental Studies Department**

*Environmental Scholar*

Chestnut Hill, MA

June 2007- May, 2008

- Designed and executed an experiment that studied diet preference of Lepidoptera in the area.
- Utilized radio telemetry to determine coyote and box turtle movement in MA to support analysis of species' behavior in an urban setting.
- Held weekly meetings with a mentor to discuss progress and adaptations of research.

#### **Boston College Calling Center**

*Telemarketer*

Chestnut Hill, MA

November, 2007 – May, 2008

- Called alumni to discuss and encourage participation in the Boston College Annual Fund 12 hours weekly.

#### **Hillside Café**

*Register Operator*

Chestnut Hill, MA

October, 2006 – November 2007

- Cashiered 12 hours per week at an on campus café that caters to over 2,000 people per day.

#### **Boston College Catering**

*Food server*

Chestnut Hill, MA

May, 2007 – August, 2007

- Catered events on campus and assisted guests, 20 hours per week.

#### **Dean's Office for Students with Disabilities**

*Note Taker*

Chestnut Hill, MA

January, 2007 – May, 2007

- Summarized and recorded notes for Environmental Law lecture to assist classmates with disabilities.

### ACTIVITIES:

#### **Organization of Latin American Affairs**

*Coordinator of Social Events*

Chestnut Hill, MA

September, 2006 – May, 2007

- Planned and promoted "Noche de Travesuras" dance.
- Prepared topics and activities for monthly meetings as part of a team.
- Met in biweekly meetings with entire cabinet of club to discuss upcoming events and activities.

#### **AHANA Leadership Council**

*Volunteer Corps Member*

Chestnut Hill, MA

September, 2006 – December, 2006

- Coordinated travel arrangements for 30 students to Turkey Creek, MS for Hurricane Katrina relief.

#### **Garfield Elementary**

*BC MACC Tutor*

Brighton, MA

September, 2003 – May, 2004

- Volunteered five hours per week, tutoring about ten Spanish-speaking students in English and Math.

### SKILLS:

*Languages:* Fluent in Spanish and proficient in French

*Computer:* Microsoft Word, Excel, and Powerpoint