**PAULINE MITCHELL**

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**EDUCATION**

**NEW YORK UNIVERSITY**, New York, NY Expected May 2016

**Bachelor of Science, Chemistry,** GPA: 3.5

* Dean’s List (2 semesters, 2012-2013)
* G. W. Canada Scholarship
* Study Abroad: Johannesburg, South Africa (September – December 2012)

**WORK EXPERIENCE**

**L’Oréal Group,** New York, NY December 2013 – Present

*Intern, Research and Innovation Team*

* Draft initial list of harmful biochemical ingredients to include in predictive evaluation of new products
* Summarize feedback on Max Factor products from African-American user surveys for supervisor and team

**Harlem Children’s Zone,** New York, NY July 2012 – November 2013

*Teaching Artist, Learn to Earn*  January – November 2013

* Designed and executed weekly workshops on fashion content for 15 regular middle school attendees
* Provided feedback in meetings on improving cross-site teaching artist trainings and on-site communication

*After-school Program Aide, Countee Cullen Community Center* July – August 2012

* Transitioned 6th and 7th graders from classrooms, distributed afternoon snack, reinforced behavior policies
* Assisted in the daily facilitation of math-based lesson plans for 10 middle school students

**Estée Lauder Headquarters,** New York, NY September 2011 – July 2012

*Receptionist*

* Fielded and answered general phone inquiries, transferred calls, welcomed and guided company guests
* Supported office data management, copied and organized client contact files to enter into database

**MAC Cosmetics,** New York, NY July – August 2011

*Sales Associate*

* Provided customer service and sales assistance to store guests
* Managed cash, credit, and debit transactions and handled returns and exchanges of goods

**COMMUNITY INVOLVEMENT**

* **NYU Fashion Business Association,** *Creative Director*February 2013 – Present
* **NYU Junior Varsity Basketball Team,** *Point Guard* September 2012 – September 2013
* **Harlem Children’s Zone,** *Participant* September 2008 – May 2012
* Attended college prep seminars, enrichment programming, and college visits, received tutoring support

**ADDITIONAL**

* **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), CSS, Python, Adobe Photoshop and InDesign
* **Languages:** Spanish (native), Portuguese (advanced), German (intermediate), French (beginner)
* **Personal Interests:** Basketball, chess, writing, Southern-style cooking
* **Trainings and Certifications:** American Red Cross CPR, Certified MAC Pro Makeup Artist
* **Volunteer Activities:** Breast Cancer Walk (October 2012), Toys for Tots Drive (December 2013)