

## ANDREW J. MILLER

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### EDUCATION

#### *Harvard University, Cambridge, MA*

A.B. in History and A.M. in Earth and Planetary Sciences expected in June 2004. Harvard College Scholarship for academic achievement. Dean's list. GPA 3.50.

#### *Mercersburg Academy, Mercersburg, PA*

Class of 2000. National Merit Commended Scholar, President's Education Award, Cum Laude, Head of School's Prize, DAR Good Citizen Award, AP Scholar with Distinction, Editor-in-Chief (Newspaper), President of half of the student body. Taught one term of Algebra I with faculty supervision.

### RELEVANT EXPERIENCE

#### *Harvard University Department of Economics, Cambridge, MA*

Unit Test Grader, Fall 2001 – January 2004

Supervisor, January 2004 – present

Graded extra credit tests in one-on-one environment with students in Harvard's introductory economics course (typical enrollment is over 700). Explained any concepts that the students found difficult. As supervisor, wrote tests and solutions, and supervised graders.

#### *Harvard Friends of Scouting, Cambridge, MA*

President, Fall 2001 – present

Established community service program in which graduate and undergraduate students can serve the local Scouting programs (Boy or Girl Scouting). Organized and ran a Merit Badge University (conference) with over 277 attendees and over 20 instructors. Coordinated event in which Harvard University Dining Services served 25,000 Girl Scout Cookies to undergraduates. Worked with Dining Services, the Girl Scouts, and Harvard administrators to ensure flawless result. Received District Award of Merit for exemplary volunteer service to Scouting. Youngest recipient in the history of the Boy Scouts of America of the Silver Beaver Award for "distinguished service of exceptional character to youth."

#### *Atlanta Area Council, Boy Scouts of America, Atlanta, GA*

Volunteer, Fall 1997 – Summer 2003

Camp Staff Member, Summers of 1999-2003 (Camp Registrar, Director of Scoutcraft and of the Rawhide Program)

National Junior Leader Instructor Camp Staff Member, Summer 2002

At Junior Leader Training Conference, a high-level leadership training program, trained staff, managed all logistical issues, inventoried all equipment, and instructed participants. At summer camp, coordinated class and student schedules, wrote staff guide, trained and supervised staff. Served on staff of national-level training program for staff members of Junior Leader Training Conferences. Taught presentation techniques and skills and evaluated participants in daily presentations.

#### *Harvard Friends of the American Red Cross, Cambridge, MA*

Director of Health and Safety, Spring 2003 – present

Coordinate CPR and First Aid training on campus and arrange for volunteers to be certified as CPR Instructors. Teach CPR and First Aid classes as well as teach instructor training classes.

### OTHER SKILLS

Foreign Languages: Competency in written and spoken German.

Computer Proficiency: Proficient in Windows and Macintosh; Word, Excel, PowerPoint, FileMaker Pro, and Access.

Non-Travel Experience in Foreign Countries: Student exchanges to Russia (1997) and Germany (1999). Scout World

Jamborees in The Netherlands (1995) and Chile (1999). Family lived in Hong Kong from 1997-1999.

Eagle Scout (1996) with four palms