

JOSHUA BERK KNOX

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EDUCATION

SWARTHMORE COLLEGE Candidate for Bachelor of Arts in Environmental Policy and Science. Concentration in Environmental Studies. Coursework in Political Science, Economics, Ecology and City Planning. GPA 3.5 Worked 15 hours a week to help defray tuition costs. *June 1999*
Swarthmore, PA

THE SCHOOL FOR FIELD STUDIES Pursued an integrated study of sustainable development. Courses in Tropical Ecology, Socio-Political Systems, & Environmental and Ecological Economics. Produced 93-page evaluation of ecosystem health of nearby protected zone. GPA 3.9 *May 1998*
Atenas, Costa Rica

EXPERIENCE

ORGANIZATION/ COMMUNICATION **THE WORLD BANK, ASTEN DIVISION, *Student Assistant*** *June to July 1997*
Edited thirty page international secondary materials trade paper. Produced four page issue brief. Designed and implemented an on-line storage, retrieval, and identification system for 850+ documents. Created MS Access database with ten searchable fields. Washington, DC

GREENPEACE INTERNATIONAL, *Personal Assistant* *May to August 1996*
Helped launch GP's first international shrimp farming campaign. Organized joint international NGO effort through creation of computerized list-serve. Co-managed and troubleshoot office-wide computer system. Fixed multiple modem malfunctions. San Francisco, CA

LAW / GOVERNMENT **PACIFIC ENVIRONMENT AND RESOURCES CENTER, *Consulting Editor*** *July 1995*
Reviewed International Environmental Law and Policy, a curriculum project of the Global Change Institute Program, which was prepared for and presented to the NSF. Sausalito, CA

OFFICES OF ROBERT F. KNOX, ESQ., *Paralegal / Legal Secretary* *School Breaks 1993 to 1998*
Assisted in case preparation. Summarized depositions. Coordinated expert witnesses, transcribed correspondence, and performed legal research. San Francisco, CA

OFFICE OF THE HONORABLE CONGRESSMAN DAVID SKAGGS, *Intern* *August 1994*
Drafted constituent responses. Answered phone calls. Compiled pertinent newspaper articles and assembled them into public information files for home office. Washington, DC

LEADERSHIP **SWARTHMORE COLLEGE BOARD OF MANAGERS, *Property Committee Member*** *January 1997 to present*
Compile and represent student priorities at quarterly meetings. Active member of 20-year long-range physical plant assessment and planning task force. Swarthmore, PA

EARTHLUST, *Campus Environmental Group, Co-Chair* *December 1995 to present*
Co-leading campaigns to promote conservation and environmental awareness. Negotiated with school administration for reduction of nighttime utility use. Swarthmore, PA

PUBLIC SERVICE **CLEAN WATER ACTION, *Staff Field Organizer and Program Intern*** *January to August 1997*
Personally organized over 200 new members door-to-door by voting precinct. Gathered, analyzed and summarized policy and technical data regarding the allocation of the Sacramento River water in the CALFED process. San Francisco, CA

SKILLS & INTERESTS

LANGUAGES Moderately fluent in written and spoken Spanish.

COMPUTER MS Office and MS Access, HTML, Netscape, Photoshop, UNIX and POP e-mail applications, and a working knowledge of many other programs. Experienced with DOS and Macintosh operating systems.

ACTIVITIES Photography Club Co-founder. Tennis, Squash, Aikido, Yoga. Theater and orchestral technical work.

VOLUNTEER Natural Habitat Restoration Team- Restored local ecosystems with National Park Service crews.

HORTICULTURE Work with Swarthmore staff gardeners in landscaping and maintaining the Scott Arboretum.