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| Academy Student | | | |
| **123 Mai Court • Raleigh, North Carolina 27615** | | | |
| **AcademyKid@ymail.com • (919) 555-5555** | | | |
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| Objective | To secure an internship where my skills may be utilized and built within a financial service setting. | | |
| Employment History | *Junior Counselor*,Town of Cary  Summer 2010  *Switchboard Operator,* Indiana School for the Blind  February 2008 - May 2009  • Directing and answering questions from incoming callers  • Sending and Receiving mail  • Faxing and delivery of documents  • Assisting guests to their desired location | |  |
|  | *Student Center Attendant,* Indiana School for the Blind  January 2009 - May 2009  • Cashier  • Food Prep  • Housekeeping | |  |
| Volunteer Experience | *Spartan Special Friends*  2010 - Present  *Young Republican’s*  2010 - Present  *Academy of Finance*  2010 - Present  *Life Club*  *2009 - 2010* | *20/20 Inner-Vision* 2007 - Present  *Leo Lions Club*  2007- 2009  *First Presbyterian Church Youth Ministries*  2004 - Present  *The Ronald McDonald House of Durham*  *2004 – Present* | |
| Education and Training | Jesse O. Sanderson High School, Raleigh, North Carolina  Anticipated Graduation Date, June 2012 | |  |
| Skills and Qualifications | Clerical Skills  Proficient in Microsoft Suite, including Excel, Word, and PowerPoint.  Effective Communication and Customer Service Skills  Familiar with the basics of Financial or Business Institutions  Highly Motivated  Team Player | |  |
| **Certificates and Licenses** | *Safe Sitter Certification*, Indianapolis, Indiana  March 2009 | |  |
| **Accomplishments and Activities** | People to People Student Ambassador Program  World Strides - George Washington Scholars Forum  Lead America - Law & Justice Course  Ronald McDonald House Honorary Family  Assisted in fundraising for above organizations | | |