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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 CarySummer 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 CarolinaAnticipated Graduation Date, June 2012 |  |
| Skills and Qualifications | Clerical SkillsProficient in Microsoft Suite, including Excel, Word, and PowerPoint.Effective Communication and Customer Service SkillsFamiliar with the basics of Financial or Business InstitutionsHighly MotivatedTeam Player |  |
| **Certificates and Licenses** | *Safe Sitter Certification*, Indianapolis, IndianaMarch 2009 |  |
| **Accomplishments and Activities** | People to People Student Ambassador Program World Strides - George Washington Scholars ForumLead America - Law & Justice Course Ronald McDonald House Honorary FamilyAssisted in fundraising for above organizations |