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| Rita Davidson3766 White Oak Drive, Union Star – MO 65482(816)-593-1017 § ritadavidson@example.com |
| Objective | To obtain an internship to enhance my skills in the field of community services. |
| Education | **Bachelor of Arts,** Expected Graduation – June 2013California College of the Arts – San Francisco |
| Qualifications Summary |
| * Ability to write and proofread various types of documents.
* Ability to settle in a working environment as per required.
* Excellent communication skill.
* Experience in the field of fundraising.
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| Computer Skills |
| * Experience with both PC and Macintosh Computers.
* Proficient in Microsoft office and Internet handling.
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| Pre-Professional Experience |
| 1. Leadership Experience
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| * Have worked as volunteer in an all-campus awareness campaign against women violence.
* Have led group discussions on various social issues i.e. teen intervention, abortion, etc.
* Initiated a campaign to outreach remote areas of migrants to make them aware of the importance of higher education.
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| 1. Organizational Experience
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| * Planned and scheduled siblings’ responsibilities when parents were working.
* Helped cooperate the Salinas High School food drive:
	+ Raised $1500 cash donation.
	+ Planned and distributed 800 food cans to targeted populations.
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