

Name

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Education: University of South Carolina Columbia, SC
Bachelor of Arts in African American Studies, August 2003

- *Minor:* Criminal Justice
- *Honors:* LIFE Scholarship, Council of Human Rights Scholarship, OSMA Scholar

Employment: **Campaign Research Strategies, Inc.** **Columbia, SC**
Outbound Caller **9/02 - 11/02**

Short-term position for duration of campaign and election

- Update client information for future contact
- Contact voters to inform them of various candidates political platforms
- Provide voters with information regarding voting sites
- Arrange contacts between potential voters and political candidates

Economics Department, University of South Carolina **Columbia, SC**
Office Assistant **8/01- 10/01**

Work-study position which ended when financial aid status changed

- Performed a variety of administrative tasks such as filing student information, faxing documents, and running errands
- Created fliers to promote upcoming events
- Entered data into spreadsheets

TRIO Programs, University of South Carolina **Columbia, SC**
Student Administrator, Upward Bound **5/00 - 8/00**

Summer program targeted toward first generation college students

- Serve as a live in counselor, and coordinate and supervise program activities
- Provide students with information essential to their transition to college, suggesting practical solutions when relevant
- Act as tutor to further develop participants' skills in specific subject areas
- Arrange group activities to strengthen students' interpersonal skills
- Sponsor culturally enriching activities for students

Hannaford Superstore **Rock Hill, SC**
Customer Service Assistant **7/97 - 8/98, Seasonal 99**

Part-time position with local grocery store

- Performed monetary transactions and processed customer exchanges and refunds
 - Operated cash register, calculated cash register data and entered into spreadsheets
 - Ordered and maintained proper store inventory
 - Resolved customer issues promptly and courteously
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Skills: **Computer:** Microsoft Word, Excel, PowerPoint
Languages: Working knowledge of Spanish