

Name

unknown@hotmail.com

Current Address:
USC P.O. Box 00000
Columbia, SC 29208
(000) 000-0000

Permanent Address:
000 Happy Lane
Cross, SC 29436
(000) 000-0000

EDUCATION **University of South Carolina** Columbia, SC
Bachelor of Arts in Psychology, Cognate: Social Work, May 2003

RELATED COURSES

Abnormal Behavior in Children	Health Psychology	Survey of Learning & Memory
Foundations of Social Welfare	Social Psychology	Psychological Statistics
Social Welfare Services of Youth	Developmental Psychology	Research Methods
Social Welfare of Women/Minorities	Cognitive Psychology	Current Issues in Social Work

SKILLS

Languages: Working knowledge of Spanish
Computer: Microsoft Word, Excel

RELATED EXPERIENCE

Member/Standard's Committee **Jan. 01 – Dec .02**
Epsilon Sigma Alpha, USC **Columbia, SC**

- Enforced the codes of sisterhood, as well as rules and regulations of this service sorority
- Participated in Rock-A-Thon and Kid's Week (fundraisers for St. Jude's Children's Hospital) and Trick-or-Canning (canned food drive for local food bank)
- Mentored students at Pine Ridge Elementary School (after school program)
- Volunteered at the Epworth Children's Hospital, a women's shelter, and nursing homes

WORK HISTORY

Office Assistant **Aug. 00 – May 01**
Development Office, USC **Columbia, SC**

- Performed general administrative duties including and not limited to filing, photocopying, faxing, collating, data input, running errands and light typing

Inspector **July 01 – Aug. 01**
C.R. Bard, Inc. **Moncks Corner, SC**

- Inspected catheters, and prepared items for packaging and shipment

Sales Associate/Cashier **Feb. 00 – Nov. 00**
Rainbow Apparel (Columbia Mall) **Columbia, SC**

- Demonstrated excellent customer service and created visual displays of the merchandise

Inspector **Dec. 99 – Dec. 99**
Bosch Standard Warehouse **Charleston, SC**

- Inspected and tested diodes and fuel injectors

Production **Summers 99, 00**
CIGNA Printing and Distribution **Charleston, SC**

- Collated and prepared items for production based on a quality checking system
- Packaged items for shipment