

# Internship Resume

## JAMIE WATERS

377 Alliance Road. Apt. X · Arcata, CA 95521 · 707.826.3333 · bi123@humboldt.edu

**Objective** | An internship for a Los Angeles non-profit organization interested in domestic violence

**Administrative Experience**

Humboldt State University Arcata, CA  
**Career Center Representative** 8/07-Present

Greeted visitors, addressed questions, directed students to resources. Answered telephones, provided information, recorded messages, transferred calls and faxed information. Responded to written and telephone requests for job positions. Assisted students in writing resumes and job search. Maintained database of confidential information. Researched and annotated job and internship websites.

Administrative Complex San Antonio, TX  
**Secretary** 5/07-6/07

Compiled and filed student grades, attendance reports and other school records. Answered phones, provided information, took messages and transferred calls.

Triangle Club San Antonio, TX  
**Treasurer / Secretary** 6/05-5/06

Maintained club records, informed club members of upcoming events, collected and kept count of club's finances, planned, initiated, and executed club activities and events.

**Event Planning Experience**

Humboldt State University Arcata, CA  
**Women's Resource Center Volunteer** 1/07-5/07

Planned campus wide events such as Take Back the Night, Women History Month activities, V-day events, Vagina Monologues, etc. during spring semester.

Strawberry Fields Care Center San Antonio, TX  
**Elder Care Taker** 11/05-5/07

Directed arts and crafts activities. Organized special events and celebrations. Provided supervision, support, and guidance. Assisted with general office work. Delivered food and beverages to residents.

**Customer Service**

SEARS Holding Co. San Antonio, TX  
**Merchandise Associate** 6/07-8/07

Greeted dozens of Clients. Stocked and organized merchandize. Made store ready-all-day friendly.

Six Flags Over Texas Arlington, TX  
**Hostess / Cashier** 3/07-5/07

Greeted hundreds of guests and answered inquiries about park & restaurant. Took and prepared orders. Reconciled register at the end of shift, prepared deposit and submitted to park cashier.

**Education**

Humboldt State University, Arcata, CA  
 Majors: **Women's Studies & Ethnic Studies**, First Year Standing

# JAMIE WATERS

377 Alliance Road. Apt. X · Arcata, CA 95521 · 707.826.3333 · bi123@humboldt.edu

## References

Tony Anderson  
Career Counselor  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521  
(707)826-3341

Andy Dandy  
Career Center Office Manager  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521  
(707)826-3341

Sandra Macy Dunne  
Lecturer  
Humboldt State University  
1 Harpst St.  
Arcata, CA 95521  
(707)333-1376