

Internship Resume

Celine Majorca

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Objective

Internship working with at-risk youth

Education

Humboldt State University, Arcata, CA
Major: Sociology , Senior Class Standing

Experience w/ Youth

- | | |
|--|--------------------------|
| YES House
<i>Assistant Coordinator</i>
Organized program events, trained, interviewed and checked references for 20 volunteers, balanced budget, worked with community members for referrals of children, kept an open relationship with parents. | Arcata, CA.
8/03-4/04 |
| Jacoby Creek Elementary School
<i>English/Math Tutor</i>
Tutored six children ages 7-13 in Math and English. | Arcata, CA
1/04-4/04 |
| Humboldt Educare Preschool
<i>Teachers Assistant</i>
Monitored and interacted with 20-30 preschool children. | Arcata, CA
8/02-9/03 |

Customer Service

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|---|----------------------------|
| HSU Career Center
<i>Career Center Representative</i>
Answered phones, faxed copied, shredded, filed, registered students on-line, scheduled meetings for career counselors. | Arcata, CA
1/04-present |
| Parking and Commuter Services
<i>Parking Compliance Officer</i>
Enforced parking laws, wrote cites, booted vehicles, unlocked cars for drivers, setup/took down signs, assisted in event traffic flow. | Arcata, CA
4/05-7/05 |
| HSU Housing and Dining Services
<i>Front Desk Receptionist/ Tour Guide</i>
Answered 4 phones, coded keys for rooms, assisted in locked out (room) customers, talked with parents and students about room assignments and procedures, gave tours of resident halls. | Arcata, CA
7/03-8/04 |

Research

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| Comprehensive Literature Review and Study
"Gendered Language and It's Effects"
Researched, surveyed, entered data and looked for statistical correlations. | Arcata, CA
Spring 2005 |
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Computer Skills

SPSS, Meeting Maker, Eudora, Integra TESA, Odyssey, Clancy.