JANE DOE

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EDUCATION

WASHINGTON COLLEGE

Chestertown, MD

Bachelor of Business Management & Economics

May 2011

GPA: 3.70

INTERNATIONAL EDUCATION

LINGNAN UNIVERSITY

Tuen Mun, New Territories, Hong Kong

January 2010 – May 2010

Spring Semester 2010 Study Abroad Program

Courses taken: Financial Management; The Hong Kong Economy; Money & Banking; Social Media

HONORS

- Sigma Beta Delta, Honor Society for Business Management (President, 2009 2011)
- Omicron Delta Epsilon, Honor Society for Economics

and Marketing; International Culture, & Society.

- Douglass Cater Society of Junior Fellows
- Students In Free Enterprise (SIFE) Service Leadership Award (March 2010)

LEADERSHIP

STUDENTS IN FREE ENTERPRISE (SIFE), Washington College

Vice President, Career Fair Project Manager

STUDENT GOVERNMENT ASSOCIATION (SGA), Washington College

Clerk on Executive Board, Senator

EXPERIENCE

FORBES.COM INTERNSHIP

May 2010 – August 2010

Audience Development, Business & Finance Blog

New York, NY

- Recruited new blog network members through online field research.
- Organized blog contracts and assisted with social media blog relationship management.
- Liaised between Forbes.com editorial teams and partner sites, including AOL, Yahoo!, and MSN.
- Maintained Editorial Calendar and created custom content packages to send to partners.

WHITE HOUSE INTERNSHIP

September 2009 – December 2009

National Economic Council

Washington, DC

- Conducted policy research and analyzed political strategies.
- Compiled and organized data on current economic issues.
- Performed administrative office tasks; assisted with scheduling and communication for senior staff.

COMMERCE BANCORP, INC.

July 2008 – January 2008

Teller, Acting Assistant Head Bank Teller

Clinton, NJ

- Assisted customers with bank transactions.
- Coordinated cash flow between tellers and customers.
- Developed fiscal control skills while supervising multiple financial activities.

PEER TUTOR PROGRAM

September 2008 – May 2009

Peer Tutor in Economics

Washington College

• Selected by the Economics Department to tutor fellow students in Microeconomics.

VOLUNTEER ACTIVITIES

- Help the Homeless Walkathon, Fannie Mae Foundation, Washington, D.C. (March 2011)
- Student Events Board, Washington College, United Way Fundraiser (February 2010)
- AIDS Walk Washington, Whitman-Walker Clinic, Washington, D.C. (October 2009)