

JANE DOE

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EDUCATION

WASHINGTON COLLEGE

Bachelor of Business Management & Economics
GPA: 3.707/4.00

Chestertown, MD
May 2009

INTERNATIONAL EDUCATION

LINGNAN UNIVERSITY

Spring Semester 2008 Study Abroad Program

Tuen Mun, New Territories, Hong Kong
January 2008 – May 2008

- Courses Taken: Financial Management, The Hong Kong Economy, and Money & Banking

HONORS

- Sigma Beta Delta, Honor Society for Business, Management & Administration (President, 2007 – 2009)
- Omicron Delta Epsilon, Honor Society for Economics
- Douglass Cater Society of Junior Fellows
- Students in Free Enterprise (SIFE); Service Leadership Award (March 2007)
- Dean's List

LEADERSHIP

STUDENTS IN FREE ENTERPRISE (SIFE), Washington College

President, "Majors Fair" Project Manager

STUDENT GOVERNMENT ASSOCIATION (SGA), Washington College

Clerk on Executive Board, Senator

EXPERIENCE

FORBES.COM INTERNSHIP

Audience Development Business & Finance Blog Network

May 2008 – August 2008
New York, NY

- Recruited new blog network members through online research
- Organized blog contracts and assisted with 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

National Economic Council

September 2007 – December 2007
Washington, D.C.

- Conducted policy research and analyzed political strategies
- Compiled and organized data on current economic issues
- Performed administrative office tasks and assisted with schedule management for senior staff members

COMMERCE BANCORP, INC.

Teller, Acting Assistant Head Teller

July 2006 – January 2008

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

PEER TUTOR PROGRAM

Peer Tutor in Economics

September 2006 – May 2007
Washington College

- Nominated by the Economics Department to tutor Fellow students in Microeconomics

VOLUNTEER ACTIVITIES

- Susan Komen "Race for the Cure" (August 2008)
- Help the Homeless Walkathon, Fannie Mae Foundation (November 2007)
- AIDS Walk Washington, Whitman-Walker Clinic (October 2007)
- Habitat for Humanity (October 2006)