

## FROSH STUDENT

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### OBJECTIVE

To obtain a summer business position related to marketing and finance

### EDUCATION

**Villanova University**, Villanova, PA  
Bachelor of Science, Villanova School of Business

May 2012

**South Coral High School**, Miami, FL  
Honors Student, Top 10% of Class  
Accumulated 12 AP credits

June 2008

### LEADERSHIP/ACTIVITIES/VOLUNTEERING

#### College:

- Special Olympics
- Campus Ministry
- Intramural sports

#### High School:

- Junior and Senior Class Treasurer, coordinated funds for class of 500+
- National Honor Society, Vice President, coordinated guest speakers and fund raisers
- Varsity Soccer and Basketball, Captain of both teams
- Debate Team, finished 2<sup>nd</sup> in state competition
- Student Leadership Organization
- Guidance Office Peer Educator, spoke to new students and incoming freshman
- Volunteer at Good Samaritan Hospital

### WORK EXPERIENCE

Miller-Robertson, Inc., Coral Gables, FL

#### Administrative Assistant

Summer 2008

- Exposed to all areas of operation of mid-sized business
- Communicated effectively with clients and potential customers

Estee Lauder, Inc., Miami, FL

#### Sales Associate

Summers 2006-07

- Rewarded for top sales numbers on three occasions

Child care for various families (home and school)

2005-present

- Currently work 15+ hours per week

### SKILLS

Proficient in Spanish; Experience with MS FrontPage, Excel, Power Point, Word  
CPR Certified