

D. JENNIFER CHANNING

Present Address
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Permanent Address
2222 Greenway Drive
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EDUCATION

Wake Forest University, Winston-Salem, NC
Bachelor of Arts in History, minor in Italian, May 2013
Cumulative GPA: 3.2
Carswell Scholarship, awarded for leadership

Related Course Work

Public Speaking Marketing Microeconomics Macroeconomics

Example of how to add related courses to a resume for a specific job. List courses that develop skills relevant to the position.

FOREIGN STUDY

Casa Artom, Venice, Italy, Fall 2011
Enrolled in four courses including Italian Literature and Venetian Art History, both taught by Italian scholars.
Traveled independently through Austria and Slovenia.

EXPERIENCE

Intern, North Carolina Department of Cultural Resources, Raleigh, NC, Summer 2012

- Prepared operating budget and financial statements for director of finance.
- Participated in 3-month financial research project regarding financial reporting.
- Evaluated current departmental budget submission system and suggested improvements.
- Wrote 50-page final report and presented results to top management.

Sales Associate, Belk, Durham, NC, Summers 2009 and 2010

- Created original merchandise displays and promoted three lines of upscale perfume.
- Trained four new sales personnel on company policies and procedures.
- Assisted customers with selection and purchase of merchandise.
- Routinely surpassed monthly sales quotas; top seller for the month of July 2009.

ACTIVITIES

Volunteer, Contact Helpline of the Triad, Winston-Salem, NC, Fall 2011-Present

- Support and counsel callers on issues concerning rape, suicide, domestic violence, substance abuse, and mental illness. Refer them to community resources.
- Received a total of 70 hours of intense training, honing listening and communication skills.

Springfest Chair, Student Union, WFU, Fall 2011-Spring 2012

- Appointed to position by Student Union President based on previous event planning experience.
- Chaired a committee of 20 and managed a \$50,000 budget to coordinate, market, and produce a weeklong series of campus-wide events for entire student body.

Participant and Mentor, CHARGE Leadership Program, WFU, Fall 2010, Fall 2011

- Selected as one of 90 students to participate in an 8-week course, emphasizing leadership training and personal development.

SPECIAL SKILLS

Computer: Proficient in Microsoft Word, Excel, PowerPoint, and Access
Foreign Language: Proficient in Italian (written and spoken)