

## D. JENNIFER CHANNING

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2222 Greenway Drive  
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### EDUCATION

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

#### Related Course Work

Public Speaking      Marketing      Microeconomics      Macroeconomics

### FOREIGN STUDY

**Casa Artom, Venice, Italy**, Fall 2010  
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 2011

- 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 2008 and 2009

- 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 while providing excellent customer service.
- Routinely surpassed monthly sales quotas of \$2,000; awarded as top seller for the month of July 2009.

### ACTIVITIES

**Volunteer**, Contact Helpline of the Triad, Winston-Salem, NC, Fall 2010-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 2010-Spring 2011

- 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 2009, Fall 2010

- 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)

**Professional Development:** *Participant*, Outclass the Competition: Project Poise and Polish—An Etiquette Seminar, WFU, March 2012

Example of how to list professional development workshops. List yourself as the participant, and include the workshop title, location, and month/year of the event.