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| Rita Davidson  3766 White Oak Drive,  Union Star – MO 65482  (816)-593-1017 § ritadavidson@example.com | |
| Objective | To obtain an internship to enhance my skills in the field of community services. |
| Education | **Bachelor of Arts,** Expected Graduation – June 2013  California College of the Arts – San Francisco |
| Qualifications Summary | |
| * Ability to write and proofread various types of documents. * Ability to settle in a working environment as per required. * Excellent communication skill. * Experience in the field of fundraising. | |
| Computer Skills | |
| * Experience with both PC and Macintosh Computers. * Proficient in Microsoft office and Internet handling. | |
| Pre-Professional Experience | |
| 1. Leadership Experience | |
| * Have worked as volunteer in an all-campus awareness campaign against women violence. * Have led group discussions on various social issues i.e. teen intervention, abortion, etc. * Initiated a campaign to outreach remote areas of migrants to make them aware of the importance of higher education. | |
| 1. Organizational Experience | |
| * Planned and scheduled siblings’ responsibilities when parents were working. * Helped cooperate the Salinas High School food drive:   + Raised $1500 cash donation.   + Planned and distributed 800 food cans to targeted populations. | |