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## FNAME S. LNAME

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### **EMPLOYMENT**

- FEB 2003 – PRESENT Scheduling Assistant for United States Senator John Smith. Work consists of processing all incoming scheduling requests, compiling and updating scheduling database, assembling briefing books, and handling all rejected or canceled requests.
- MAY 2002 – JUNE 2002 Intern for Senator George Allen at his Washington, D.C. office. Work included writing legislative memos, researching information for legislative assistants, writing letters to constituents and assisting in the front office.
- JAN 2002 – MAY 2002 Student Information Network Staff Writer. The Student Information Network at William & Mary is a web based news system written and created by college students that provides students with events calendars, reviews, news articles, and many other services.
- MAY 2001 – AUG 2001 Intern for the Horizon Institute for Policy Solutions, a nonprofit think-tank in Charlottesville, Virginia. Duties consisted of research and written work on a wide variety of public policy issues facing the Commonwealth.
- JUNE 1998 – JULY 1999 Assistant for Marion L. Powell, C.P.A. Work consisted of secretarial and filing duties.

### **EDUCATION**

- AUG 1999 – DEC 2002 College of William & Mary, Bachelor of Arts Degree in Government. Concentrated study concerned American Political Science and Law.
- AUG 1995 – JUNE 1999 Student at Jefferson Forest High School, in Forest, VA. Graduated in the top ten percent of student class. Member of the Math Honor Society and National Honor Society.

### **EXPERIENCE**

- AUGUST 2002 Orientation Aide at the College of William and Mary. Duties consisted of guiding incoming freshman at the College for five days through various orientation programs.
- AUG 1999 – DEC 2002 Member of the William & Mary Women's Chorus, a nationally acclaimed women's choral group. Served as the Chorus Secretary for the 2001-2002 school year.
- JUNE 2001 – JULY 2001 Student Participant in the Virginia Citizenship Institute, an intensive summer program for college students that features a multidisciplinary curriculum on Virginia history and politics.
- JAN 2001 – MAR 2001 Staff worker for the successful Dan Maxey for Student Assembly President campaign.
- AUG 2000 – DEC 2001 Member of the Executive Committee and small group leader for the William & Mary chapter of Intersarsity Christian Fellowship.
- JAN 2000 – DEC 2001 Member of Nu Kappa Epsilon, a sorority focused on music appreciation and philanthropy.
- JAN 2000 – MAY 2000 Volunteer at Williamsburg Landing, an assisted living facility for the elderly.
- AUG 1999 – DEC 1999 Volunteer through College Partnership for Kids at James Blair Middle School, in Williamsburg, Virginia. Tutored 6th-8th grade students in mathematics and science.
- JUN 1996 – JULY 1998 Volunteer at Virginia Baptist Hospital, in Lynchburg, Virginia. Worked in nursing unit and the operating room, assisting nurses and therapists.

References available upon request.