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OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

Education

Completed three years at Hometown High School. Graduation date: May 2005. G.P.A. 3.85. Top 5% of class.

Experience

Pet Sitter

2004 - Present

• Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

• Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team, 2005-06,
- Girl Scout
- Piano

Computer Skills

• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet