

Laura Jones
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School Address
6275 Balch Hall
Cornell University
Ithaca, NY 14853

After 5/14/10
3244 North Street
Seattle, WA 98109

OBJECTIVE

Summer internship in government focused on health-care policy issues.

EDUCATION

Cornell University, College of Human Ecology, Ithaca, NY. B.S. expected 2013

Nathan Hale High School, Seattle, WA. Diploma, 2009

CAPABILITIES

- **Academic background.** Excelled in science courses in high school; entered college with 12 credits from AP courses in biology, chemistry, and physics. Selected biology and society major at Cornell. Taking courses in government and policy during freshman year.
- **Leadership.** Served as president of student body during senior year in high school. Organized efforts to sponsor series of speakers from local government offices. Enacted changes in election procedures. Worked closely with school administrators in helping students cope with death of a student.
- **Strong interpersonal skills.** Interact effectively with the public. Assisted hundreds of patrons daily during after-school and summer job at fast food restaurant. Recognized by former teachers and supervisors as being outgoing and friendly.
- **Administrative abilities.** Assigned health-care workers to elderly at city-funded health-care agency. Organized workers for job placement with various clients. Performed general office tasks as necessary.
- **Health-care experience.** Served as hospital volunteer at local hospital for several years during high school; volunteered in admissions over college breaks. Helped orient patients and assisted them in locating appropriate hospital departments.
- **Computer skills.** Use variety of computer programs. Skilled in Excel, PowerPoint, and Adobe InDesign.

WORK/VOLUNTEER HISTORY

Temporary Assistant, Alliance Home Services, Seattle, WA, June-July 2009

Fast Food Worker, Burger King, Seattle, WA, January 2007-August 2008

Volunteer, King County Hospital, Seattle, WA, October 2005-January 2010

ACTIVITIES

Prelaw Undergraduate Society, Cornell University, February-May 2010

National Honor Society, Nathan Hale High School, 2008-2009

Student Government, Nathan Hale High School, 2007-2010