

ELLEN DOE

School Address:

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Permanent Address:

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OBJECTIVE: To secure an internship in information technology.

EDUCATION

University of Pennsylvania, School of Engineering and Applied Science, Philadelphia, PA
Candidate for Bachelor of Science in Engineering in May 2005

Major: Computer Science and Engineering

Cumulative GPA: 3.2/4.0

Relevant Coursework: Programming Languages and Techniques I & II, Programming Languages and Techniques Lab I & II, Calculus I-II, Mathematical Foundations of Computer Science I & II, Introduction to Computer Architecture

Activities: Kite & Key, Society of Women Engineers

Northeast High School, Philadelphia, PA

Earned Diploma, June 2001

Cumulative GPA: 3.8/4.0

Honors: National Merit Scholarship, Math Honor Society

Activities: Editor, Yearbook; President, National Honor Society; Member, Track Team; Secretary, Junior and Senior Class

EMPLOYMENT

University of Pennsylvania, Rosengarten Computer Lab, Philadelphia, PA (Fall 2001- Present)

Lab Assistant

- Trained and supervised a group of four lab assistants.
- Compiled lab statistics on demographics and usage.
- Assisted users in solving problems with Microsoft Office and Internet applications.

Camp Teamwork Foundation, Arlington, VA (Summer 2002)

Head Camp Counselor

- Oversaw operations of a full day camp for children aged 4-14.
- Managed a team of assistant camp counselors.

SKILLS

Computer: HTML; Microsoft Word, Excel, Access, PowerPoint; Windows 9X, 2000; Maple

Languages: Basic knowledge of French and Spanish

PERSONAL

- Played violin since the age of nine.
- Interests include running, cooking, reading, and skiing.