

RESUME

Coleen Kelly

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School contact: Room 405 Wolf Hall – University Park, PA 16802 – Cell: (717) 8053000

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Objective: Create ePortfolio – to obtain a summer internship or job in the future.

Education: The Pennsylvania State University (University Park)

Expected Date of Graduation: May 2011

DUS

Major: Undecided

GPA: 3.15

Highschool: Cumberland Valley High School

Graduation: June 2007

GPA: 3.8

Honors: Honor Roll all four years of high school

Activities:

Highschool soccer- '04-'06

Highschool volleyball (freshman year)

Highschool Cross Country and Track '04-'06

Spanish club- '04-'05

Key Club- '04- '07

Experience:

Red Robin Restaurant : Hostess/Server

7/03-7/07

- Served tables with attention to detail and was able to communicate with impact as well as while greeting guests who arrived.
- Refined technical skills when using the computer system to place orders.
- Consistently earning 20% or more in tips.

Abercrombie and Fitch: Model

6/07-present

- Greeted customers, helped find clothes/styles they were interested in.
- Kept store environment sanitary, organized, and a fun place to be in.

Berkey Creamery

12/06-10/08

- Kept tables clean
- Served customers and alumni ice cream as well as various other jobs such as cleaning, stacking items, working the register.

Skills:

Computer proficiency with Microsoft Word, Excel, and PowerPoint.

Excellent working with others, very cooperative, able to communicate, coordinate, and stay organized while focused on a task.