Permanent Address:
244 North Aiken Avenue
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412-980-4430

Alexis Jackson

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Campus Address:
715, Pennypacker Hall
University Park, PA 16802

Objective

To obtain an Electrical Engineering internship or co-op for the Summer of 2011.

Education

The Pennsylvania State University — Expected Graduation Date: May 2014
Bachelor of Science in Electrical Engineering — Cumulative G.P.A. 3.59/4.0

Skills

Microsoft Word, Excel, PowerPoint

Work Experience

Law Intern, ACBA/Juvenile Court Project — Pittsburgh, PA — June 2009-August 2009

- Reviewed court transcripts to detect contradictory statements.
- Organized closed court files to increase the efficiency of the file room
- Assisted in program intake procedures
- Attended court proceedings to record valuable information

Tutor/Intern, Wireless Neighborhoods — Pittsburgh, PA — October 2008-May 2010

- Supported high school students in improving proficiency in reading, writing and mathematics
- Coordinated lesson plans for tutoring sessions
- Created filing system to increase the organization of student files

Administrative Intern, Apangea Learning — Pittsburgh, PA — May 2007-October 2008

- Input data entry information before the launch of the new product
- Assisted sale division in locating new potential customers
- Managed the reward system for customers

Awards

Bunton-Waller Fellowship — May 2010-Present

- Full tuition scholarship for demonstrating academic achievements
- Responsible for maintaining scholarly achievement during collegiate career

National Honor Society — May 2009-June 2010

- Honors students that demonstrate Scholarship, Leadership, Service and Character

Activities

Pre-First Year in Science and Engineering – Pennsylvania State University — June 2010-August 2010

- Six week accelerated curriculum program in Calculus, English, Physics and Chemistry
- Aids the transition from high school to college, including college survival classes

Future Business Leaders of America — October 2007-April 2009

- President (2008-2009) – Organized activities and oversaw operations
- First place in Business Calculations Regional's (2009)
- Treasurer (2007-2008) – Handled the organization's finances
- First Place in Entrepreneurship Regional's (2008)
- Member of National Business Honor Society

Principal Advisory — November 2009- June 2010

- Represented the student body in administrative meetings
- Organized various student functions (i.e. honors assembly)
- Worked the concessions at numerous school functions