

Jaclyn Jones

1222 Blue Jay Drive ♦ Pittsburgh, PA 15243 ♦ Phone (412) 429-0105 ♦ e-mail jmj5388@psu.edu
♦ Date of Birth – 10/18/1992

Objective

To obtain an internship for the summer 2012 that has a focus in the Mechanical Engineering field in to gain exposure to this discipline of engineering.

Education

Chartiers Valley High School

Graduated in June 2011

GPA: 5.0/5.5

The Pennsylvania State University

Expected to graduate in 2015

Employment History

EOG Resources – Pittsburgh, PA

Office Clerk, Summer 2011 to Present

- ♦ Organized and stored files in preparation for file transfer for potential clients.
- ♦ Prepared photocopies of files in preparation for business events.
- ♦ Scanned and entered lease information on computer system.
- ♦ Prepared booklets for faculty members that attended quarterly meeting.

Panera Bread – Pittsburgh, PA

Certified Trainer, October 2009 to Present

- ♦ Efficiently prepared breakfast, soup, salad and sandwich orders as promptly as possible to enhance customer service.
- ♦ Trained new employees on breakfast, soup, sandwich and/or salad preparation so their abilities contributed to the efficiency of order assembly.

Volunteer Experience

SSJ Festival– Pittsburgh, PA

Summer 2010 and Summer 2011

- ♦ Helped with set up of festival and decoration of assigned booth.
- ♦ Assisted in running booth in order to keep steady flow of costumers.
- ♦ Handled money transactions.
- ♦ Aided in clean up of festival and disassembled booths.

Teamwork Leadership Caring Volunteering (TLCV) Tutoring – Pittsburgh, PA

School years 2007-2008, 2008-2009, 2009-2010 and 2010-2011

- ♦ Tutored one student per year in kindergarten, first or second grade, twice a week for an hour.
- ♦ For kindergarten students:
 - Helped with the formation and memorization of letters and numbers.
 - Assisted in memorization of spelling words and pronunciation.
 - Guided student read through short stories.

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Volunteer Experience, continued

- ♦ For first grade students:
 - Helped with simple addition and subtraction.
 - Assisted student in writing their own short, picture story.
 - Aided student with forming different types of sentences such as questions versus statements.
 - Served as a teacher assistant for class projects and events.
- ♦ For second grade students:
 - Tested student's spelling word and aided in correction/memorization of words spelled incorrectly.
 - Helped with more advanced mathematical problems.
 - Listened to student read longer stories and guided student through difficult pronunciation.

Activities and Awards

- ♦ AP Scholar with Honor, 2011
- ♦ Recipient of Central Blood Bank Scholarship, 2011
- ♦ Recipient of EOG Resources Scholarship, 2011
- ♦ Board of Directors member for National Honors Society, 2011
- ♦ Teacher Assistant in biology, 2010-2011
- ♦ Attendee of National Youth Leadership Forum on Medicine, 2010
- ♦ Nominated and selected to attend Seton Hill's Women in Science Day, 2010
- ♦ Member of Chartiers Valley Dance Troupe, 2009-2011
- ♦ Participant in a four week home-in-home German exchange program, 2009-2010
- ♦ Student of the Grading Period, 2009
- ♦ Member of Chartiers Valley Drill Team, 2008-2011
- ♦ Member of Chartier Valley German Club 2007-2011