

Linda John
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OBJECTIVE: To gain experience working in the aerospace engineering field

EDUCATION:

2010-Present State College, PA
The Pennsylvania State University
• Aerospace Engineering Major

2006-2010 Erdenheim , PA
Springfield Township High School
• Graduated with 1st honors (4.25 GPA)

WORK EXPERIENCE:

2007-Present Genesis Health Care Fairview Care Center Paper mill
Receptionist/Office Clerk Glenside, PA
• Managed office calls
• Coordinated billing and insurance information with patient insurance companies
• Developed and edited spreadsheets to organize patient insurance information
• Trained co-workers in using computer application

VOLUNTEER EXPERIENCE:

October 2009 – May 2010 (4 hrs per week) Genesis Health Care Fairview Care Center Papermill
Activities Department Coordinator Glenside, PA
• Organized and directed recreational activities for the elderly
• Transported residents to and from activities

June-July 2010 Springfield Township Library
Library Assistant Wyndmoor, PA
• Checked books in and out using the library's computer registry
• Organized and restacked returned books back onto shelves
• Conducted weekly youth programs for children in the community

ACHIEVEMENTS:

- National Honors Society member
- Varsity Softball Captain
- Co-president of Springfield Township High School student-run art gallery