4303 South Providence Road

**Jane Howard**

Columbia, Missouri 65203

573-214-3100

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**EDUCATION**:

Rock Bridge High School: Columbia, Missouri

Anticipated Graduation Date: May 2017

GPA: 3.68/4.0

ACT: 29

Relevant Courses: Journalism Honors Seminar, AP Psychology, AP Statistics, Digital Media, Broadcast Journalism, AP English Language, AP English Literature

**WORK EXPERIENCE:**

**Intern**, True Media: Columbia, Missouri

August 2013-Present

* Compiled client records and entered data into the computer
* Created PowerPoint presentations for clients detailing advertising options
* Completed 70 hours of internship hours each semester

**Lifeguard**, Wilson’s Beach and Tennis Club: Columbia, Missouri

May 2012-August 2012

* Supervised the pool area to ensure swimmer safety
* Taught swimming lessons to 10-15 beginning swimmers
* Performed closing duties such as: testing chlorine levels and cleaning up trash

**Sales Associate**, Express: Columbia, Missouri

November 2011-February 2011

* Assisted customers with finding clothing items in the correct size and color
* Created seasonal window displays featuring new holiday styles
* Accurately balanced the cash register at the end of each shift

**CLUBS/ACTIVITIES:**

**Member,** Rock Bridge Reaches Out

August 2015-Present

* Volunteered over 40 hours each semester at various community agencies such as: The Food Bank, Cedar Creek Therapeutic Riding Center, and Rainbow House

**Secretary**, Key Club

August 2015-May 2016

* Maintained accurate record of club minutes
* Emailed meeting minutes to faculty sponsor for approval
* Communicated with members regarding upcoming events