

Kimberly Duncan

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EDUCATION

Rollins College, Winter Park, FL May 2024

Bachelor of Arts in History; Minor in Jewish Studies

- Phi Eta Sigma Honor Society

McCullough High School, Austin, TX May 2020

- Graduated with Honors
- National Honor Society

WORK EXPERIENCE

Rollins Publishing Center, Winter Park, FL August 2020 – Present

Print Shop Assistant

- Assist in completing various print orders including anthology copyright and duplication, multiple color promotion materials and high volume photocopy orders
- Deliver finished publishing jobs to campus departments
- Improve user friendliness of center by redesigning and updating Copy Center Request Form

Self-Employed, Austin, TX May 2018 – July 2020

Childcare Provider

- Served as caregiver for children of various families, 3 through 10 years of age, approximately 15 hours per week
- Organized daily activities for children and monitored safety at all times

CAMPUS INVOLVEMENT

Rollins College Rowing Team, Winter Park, FL August 2020 - Present

Member

- Manage full course load while committing 10 hours per week to training and participating in competitions
- Build positive relationships with team members through collaboration and communication

COMMUNITY INVOLVEMENT

Habitat for Humanity, Orlando, FL September 2020 – December 2020

Volunteer

- Collaborated with other students to build new home for local family
- Provided 90 service hours, helping complete house construction in 3 months

M.J. Smith Elementary School, Austin, TX January 2017 – May 2020

Mentor/Tutor

- Acted as role model and friend for third-grade student
- Provided weekly classroom assistance with reading and math assignments
- Assisted student with homework and participated in after-class activities including bowling, park visits, and trips to local movie theater

COMPUTER SKILLS

Experience in Microsoft Word, PowerPoint and Excel



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