

# Gerry Graduate

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## Current until May 15, 2015:

1000 Holt Avenue – 2587 • Winter Park, Florida 32789

## Permanent after May 15, 2015:

250 Broad Street • Columbus, Ohio 43201

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## EDUCATION

**Rollins College**, Winter Park, Florida

May 2015

*Bachelor of Arts in International Relations, Minor in Political Science*

- GPA: 3.8
- President's List (4 semesters)
- Dean's List (3 semesters)
- Phi Eta Sigma Honor Society
- Presidential Scholarship Recipient (1 year)
- Florida Merit Scholarship Recipient (4 years)

**Hollins University**, Paris, France

May 2013-June 2013

*Semester Abroad*

- Coursework included International Law and Relations, French History, Advanced French Language, and French Theatre

**Hong Kong International School**, Hong Kong

April 2008-June 2011

## RELATED EXPERIENCE

**Rollins International Programs**, Winter Park, Florida

*Study Abroad Intern*

August 2014-Present

- Establish a computerized database to include five years of data on over 350 students
- Assist prospective study abroad students with college policies and credit transfer requirements
- Develop informational presentations for study abroad orientation sessions

**House of Commons, Westminster**, London, England

*Assistant Researcher*

January 2013-May 2013

- Communicated with constituents of assigned Member of Parliament (MP), responding to concerns and stance on issues, bills, and motions
- Analyzed specific issues and prepared summaries for MP
- Networked with MP constituents and key members regarding issues and bills
- Facilitated communication between government branches and independent agencies to clarify issues raised by constituents
- Participated in committee and department meetings, assisting MP
- Wrote briefs for MP used for formulating positions on bills and motions
- Researched and compiled current statistics and information for MP debates

## SKILLS

### Culture

Traveled internationally to:

- *Africa* – Egypt
- *Asia* – China, Indonesia, Japan, Malaysia, Singapore, Thailand
- *Australia*
- *North America* – The Bahamas, Mexico, Puerto Rico
- *Western Europe* – France, Greece, Italy, Ireland, Portugal, Spain, United Kingdom

## SKILLS (CONTINUED)

### Research

Conducted research on political and cultural topics including:

- United Nations Security Council, the game Risk, and the first Gulf War
- United Kingdom's membership in the European Union and British Voting Behavior Effects of the European Union's Common Agricultural Policy on French farmers and President Jacques Chirac's response strategy

### Computer

Proficient in Microsoft Word, Excel, Access, PowerPoint, Publisher and Internet research  
Intermediate proficiency with Photoshop and FrontPage

### Languages

Fluent in French  
Basic understanding of Cantonese

## OTHER EXPERIENCE

**Rollins College Thomas P. Johnson Student Resource Center**, Winter Park, Florida

*French Tutor* January 2012-May 2012

- Tutored 10 students per week in French reading and writing skills
- Instructed approximately 3-5 students per week in one-hour individual sessions

**Hong Kong Tutoring Center**, Hong Kong, China

*English Tutor & Advisor* May 2009-July 2011

- Taught students in one-on-one and group settings introductory English, including grammar & vocabulary
- Consulted with 90 students monthly by email, phone, and in-person appointments to evaluate learning progress and outcomes

## LEADERSHIP

**Rollins College Office of Explorations**, Winter Park, Florida

*Peer Mentor* August 2013-Present

- Co-teach first year seminar class with faculty supervisor
- Serve as advisor, tutor and friend to a group of 16 first year students
- Assist with orientation activities for approximately 500 new students

**Rollins College X Club Fraternity**, Winter Park, Florida

*Member* August 2012-Present

- Raise money for Boys and Girls Clubs of Orlando as present member of the Philanthropy Committee (January 2011-Present)
- Planned chapter events, networking nights, and Monday night dinner meetings as member of Social Events Committee (January 2011-January 2012)

**Rollins Educating About Campus Health**, Winter Park, Florida

*Student* August 2011-May 2012

- Planned, organized, and implemented programs to educate students on issues of health and wellness, including AIDS Awareness Week
- Scheduled and promoted guest speakers on campus to discuss topics including eating disorders and alcohol abuse

# JENNIFER JACOBSEN

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*Campus Address (until May 13):*  
1000 Holt Avenue – 1752, Winter Park, FL 32789

*Permanent Address (after May 13):*  
2523 Main St., Pittsburgh, PA 77801

## EDUCATION

**Rollins College**, Winter Park, Florida

*Bachelor of Arts in Psychology; Minor in Classical Studies* May 2013

- GPA: 3.5

## ACADEMIC HONORS

- Presidential Scholarship Recipient
- Crosby Leadership Scholarship Recipient
- Dean's List (3 semesters)
- Phi Eta Sigma Honor Society
- Sigma Tau Delta English Honor Society
- National Society of Collegiate Scholars

## RESEARCH EXPERIENCE

**Rollins Student- Faculty Collaborative Scholarship Program**, Winter Park, FL

*Student Researcher* June 2011-August 2011

- Observed and documented behavior of 2 pre-school classes over a 4-week period
- Conducted activities with 25 pre-school age children to assess the role of selective attention in an assigned memory task
- Analyzed data using SPSS statistical software package
- Summarized findings and co-submitted presentation proposal with faculty member for National Undergraduate Research Conference 2012

## WORK EXPERIENCE

**Rollins Office of Residential Life**, Winter Park, FL

*Resident Assistant* August 2011-Present

- Support academic, personal, and social development of 35 first-year students
- Counsel students on roommate issues, homesickness, and other adjustment concerns

**Pasadena Villa**, Orlando, FL

*Intern* June 2011-August 2011

- Observed and participated in group and individual therapy sessions, specifically for clients diagnosed with Asperger's Disorder
- Reviewed residents' medical charts to recommend tailored therapy session topics
- Organized and led recreational activities for individuals diagnosed with psychiatric disorders

**Rollins Child Development Center**, Winter Park, FL

*Intern* September 2010-December 2010

- Supervised over 20 pre-school children in daily activities
- Evaluated child's developmental progress using assessments and observational techniques

## CAMPUS INVOLVEMENT

### **Rollins Non Compis Mentis Sorority**, Winter Park, FL

October 2010-Present

#### *Member*

- Organize and lead over 50 members in Habitat for Humanity participation
- Obtain over 100 pairs of TOMS shoes for 2010 philanthropy event through corporate sponsors

### **Rollins Crosby Leadership Scholars**, Winter Park, FL

August 2009-Present

#### *Member*

- Facilitate and organize Relay For Life, raising over \$3,000
- Sponsor letter-writing campaign to deployed US soldiers
- Organize events including Holiday Fun Fest and Halloween Howl to provide fun activities for local children in need

### **Rollins Varsity Softball Team**, Winter Park, FL

August 2009-Present

#### *Captain (2011-2012)*

#### *Team Player (2008-2012)*

- Host recruits during official visits, provide housing, food, entertainment and family tours
- Teach softball skills at Rollins-sponsored camps and free clinics to 50-100 girls, ages 6-16

### **Rollins Student Athlete Advisory Council**, Winter Park, FL

September 2010-May 2011

#### *Member of Governing Board*

- Oversaw athletic teams
- Participated in Coaches Against Cancer fundraising events
- Reviewed resumes and made recommendations for Athletic Director position

### **Rollins Panhellenic Council**, Winter Park, FL

November 2010- May 2011

#### *Member*

- Guided potential new members through sorority recruitment

## COMMUNITY INVOLVEMENT

### **Fern Creek Elementary School**, Winter Park, FL

September 2010-May 2012

#### *Volunteer Mentor*

- Tutored children of all grade levels in language arts, math, and social sciences

### **Habitat for Humanity**, Pittsburgh, PA

March 2010

#### *Volunteer & Team Member*

- Worked on framing and roofing a Habitat house with college students from across the nation

## SKILLS

**Computer:** Proficient in Microsoft Word, Excel, and PowerPoint

**Language:** Conversational in Spanish

## PROFESSIONAL AFFILIATIONS

American Counseling Association

September 2009-Present

American Psychological Association

January 2010-Present

# SARAH SMILEY

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1000 Holt Avenue – 2587 Winter Park, FL 32789

## EDUCATION

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**Rollins College**, Winter Park, FL

May 2015

*Bachelor of Arts in Computer Science, Minor in Mathematics*

- GPA: 3.8

## ACADEMIC HONORS

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- President's List (7 semesters)
- Phi Eta Sigma Honor Society
- Presidential Scholarship Recipient
- Florida Merit Scholarship Recipient

## COMPUTER SKILLS

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### Operating Systems

- Proficient in Unix, Macintosh, and Windows (Scheme)

### Languages

- Fluent in C, C++, Java, LISP and Smalltalk

### Software

- Proficient in Eclipse and NetBeans
- Some experience with Assembly (Intel) and SQL databases

### Key Concepts

- |                          |                    |
|--------------------------|--------------------|
| • Object-oriented design | Algorithm analysis |
| • Numerical methods      | Graph theory       |
| • Procedural programming | Web design         |
| • Computer architecture  |                    |

## RESEARCH EXPERIENCE

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**Rollins Faculty-Student Research Program**, Winter Park, FL

*Student Researcher*

May 2014-August 2014

- Collaborated with teammate to design, implement, and test interactive tool based on the Karnaugh map algorithm to facilitate the learning of minimizing Boolean expressions
- Programmed in Java using Eclipse and NetBeans Integrated Development Environments
- Summarized laboratory results and co-submitted presentation proposal with faculty member for Computer Scientists of America 2010 Convention

## WORK EXPERIENCE

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### **Rollins Information Technology Help Desk, Winter Park, FL**

*Representative*

September 2013-Present

- Provide hardware, software, networking, and email assistance to faculty and staff
- Maintain functionality of campus computer labs
- Install computer software and technology equipment in classrooms

### **Harbor House, Winter Park, FL,**

*Volunteer*

September 2012-December 2013

- Guided groups of 10-20 children between 6-10 years old in games and activities
- Assisted at special events including Paws for Peace Walk
- Represented Harbor House at informational fairs during fall semesters

### **Anthropologie, Columbus, OH**

*Sales Associate*

June 2011-December 2012

- Sold over \$1000 of per week of eclectic products including clothing, and home goods
- Greeted over 45 in-store customers per day as seasonal sales associate

## LEADERSHIP

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### **Rollins College Chi Omega Sorority, Winter Park, FL**

*Member*

August 2012-Present

- Served as Secretary (January 2015-Present), taking attendance and record minutes at chapter meetings
- Planned chapter mixers, formals, and Monday night dinner meetings as a member of the Social Committee (January 2014-December 2014)
- Raised over \$2000 for non-profit organizations including Make A Wish Foundation and Orlando Harbor House as part of Philanthropy Committee (January 2013-December 2013)

### **Rollins College Office of Explorations, Winter Park, FL**

*Peer Mentor*

September 2013-December 2013

- Co-taught first year seminar class on the psychology of dreams
- Advised, tutored, and supported 16 first year students
- Assisted with orientation activities for approximately 500 new students

### **Thomas P. Johnson Student Resource Center, Winter Park, FL**

*Math Tutor*

January 2012-May 2011

- Assisted students from all class levels with math, algebra, and calculus lessons
- Instructed approximately 3-5 students per week in one-hour individual sessions

# Raymond Ramire

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480 Magnolia Avenue Boston, Massachusetts 02101 • Page 1

## ***EDUCATION***

**Rollins College**, Winter Park, Florida

May 2014

*Bachelor of Arts in International Business; Minor in Spanish*

- GPA: 3.75
- President's List (4 semesters)
- Dean's List (1 semester)
- National Society of Collegiate Scholars

**University of London**, London, England

January 2013-May 2013

- Completed coursework on English culture/history and journalism

## ***WORK EXPERIENCE***

**Statement Analysis Corp.**, Winter Park, Florida

*Assistant Financial Analyst*

August 2014-Present

- Evaluate current and historical data to offer recommendations during case consultations
- Respond to client phone calls and schedule portfolio review appointments

**CHB Securities, New York Stock Exchange**, New York, New York

*New York Stock Exchange Floor Clerk*

July 2013

- Produced reports including balance sheets, income statements and totals by account
- Updated Excel database of clients contact information
- Practiced principles of trading on the Broker Booth Support System

**ProShare (UK) Ltd.**, London, England

*Marketing Coordinator*

January 2013-May 2013

- Planned and executed Investor 2008 Portfolio Challenge National Final for high profile financial professionals and media at Bloomberg headquarters
- Designed marketing research project to improve financial education resources used by 6,500 primary and secondary schools in the UK
- Built and maintained relationships with sponsors, suppliers, and clients to ensure optimal service

## ***WORK EXPERIENCE (CONTINUED)***

### **David Leadbetter Enterprises, Champions Gate, Florida**

*Sports Marketing Intern*

September 2012-December 2012

- Designed and implemented marketing research plans for business development
- Created marketing strategies for new products
- Developed questionnaires and conducted focus groups to assess new product customer satisfaction
- Contacted and coordinated with designers and suppliers

## ***CAMPUS LEADERSHIP***

### **Rollins International Business Club, Winter Park, Florida**

*Member*

January 2011-May 2014

### **Rollins Collegiate Entrepreneurs' Organization (CEO), Winter Park, Florida**

*Member and Newsletter Chair*

September 2012-May 2014

- Promote CEO through monthly newsletter to MBA and undergraduate students
- Participate in seminars, workshops, and lectures on facets of entrepreneurship

### **Hillel at Rollins, Winter Park, FL**

*Member and Treasurer*

January 2010-April 2011

- Constructed and managed annual budget of over \$4,000 for events and community service

## ***SKILLS***

### **Computer:**

- Microsoft Access, Word, Excel, PowerPoint, and Publisher
- Broker Booth Support System (NYSE)

### **Language:**

- Proficient in Spanish



## EDUCATION

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**Rollins College**, Winter Park, Florida

*Bachelor of Arts in Environmental Studies*

May 2014

- GPA: 3.55

## ACADEMIC AWARDS

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Rollins College Presidential Scholarship

Florida Bright Futures Scholarship

The National Dean's List

The National Scholars Honor Society

## FIELD STUDY

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**Genius Nature Reserve**, Winter Park, Florida

*Senior Seminar Student*

January 2013-Present

- Design initial plan for new Cedar Grove site based on native habitat and species
- Present proposal to Cedar Grove project team

*Independent Study Student*

January 2012-May 2012

- Planned, designed, and implemented process to restore native flora and fauna
- Presented study results to Biology of Wetlands undergraduate students

**Oregon Environmental Council**, Portland, Oregon

*Field Study Student*

June 2011-August 2011

- Studied multiple aspects of environmental planning including new urbanism, light rail transportation, and the incorporation of natural lands and forests
- Examined environmental impact of light rail on the study environment

**Barbados Environmental Management Authority**, Holetown, Barbados

*Field Study Student*

June 2010-August 2010

- Captured, identified, and released marine species in various habitats of the Caribbean

## WORK EXPERIENCE

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### **Bio-Tech Consulting, Inc.,** Orlando, Florida

*Field Biologist & Technician*

August 2011-Present

- Perform on-site environmental assessments, phase 1 site assessments, wetland delineations, wildlife surveys, and threatened and endangered species identifications on properties throughout Florida
- Design and create maps using GPS, ArcView and GIS systems
- Obtain various permits through the Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission, Water Management Districts, and various county and local governments
- Extract and relocate gopher tortoises
- Maintain and monitor mitigation lands, and conduct permit-required water quality sampling and monitoring
- Perform inspections of storm water systems to identify potential erosion and sedimentation problems
- Prevent NPDES violations and fines through careful inspection of certification

## ADDITIONAL TRAINING & CERTIFICATION

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### **Aquatic Management Seminar,** Melbourne, Florida

*Seminar*

January 2010-May 2010

- Attended Water Management District 1-day course, focusing on aquatic flora control methods

### **Qualified Storm Water Management Inspector**

- Completed Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control Inspector Training Program

### **Central Florida Association of Environmental Professionals**

- Completed 16-hour CFAEP training course entitled *Wetland Delineation and Training*

## SKILLS

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**Computer:** Proficient in Microsoft Word, Excel, and PowerPoint

**Language:** Fluent in Spanish