

Jane Gopher

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347 Pinnacle Lane Camillus, NY xxxxx

EDUCATION

Goucher College

Bachelor of Art in Mathematics
GPA: 3.39

Baltimore, MD
May 20xx

HONORS/ACCOMPLISHMENTS

- Presidential Scholarship Recipient (20xx-Present)
- Academic Dean's List (Fall 20xx, 20xx)

RELATED EXPERIENCE

U.S. Bureau of Labor Statistics

Summer Intern, Consumer Price Index Office

Washington, DC
July 20xx-August 20xx

- Researched fresh fruit production and consumption in the U.S., determined how popular and prevalent each fruit was, and created a seven page report which compared the information obtained to the data sample used to calculate the Consumer Price Index
- Cleaned data on certain commodities obtained in the field and prepped them for Consumer Price Index calculations and modeling in Excel and SAS

MAC Source Communications, Incorporated

Accounts Payable Department, Clerical Assistant

Syracuse, NY
September 20xx-August 20xx

- Matched vendor invoices to purchase orders, checked for accuracy and entered payment requisitions into company database
- Stuffed and stamped outgoing mail and assisted with other administrative tasks

CAMPUS AND COMMUNITY INVOLVEMENT

Goucher College, Office of Community Living

Desk Assistant/Campus Tour Guide

Baltimore, MD
September 20xx-Present

- Oversee entry into residence hall and sign in the guests of residents to ensure safety
- Provide tours of Goucher's campus to prospective students and their families

Goucher College, Mathematics and Computer Science Club (MaCS)

Member

Baltimore, MD
March 20xx-Present

- Engage with Computer Science and Math majors at social and educational events
- Attend annual Torrey Dinner

Town of Camillus

Arts and Crafts Director

Camillus, NY
June 20xx-August 20xx

- Planned crafts for 100 children ranging from 5-13 years old at two separate daycare sites and adapted activities based on age

RELATED SKILLS

- MATLAB
- Microsoft Office (Excel, Word, PowerPoint)
- Basic understanding of high level programming language