

Dana P. Brooks

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120 Franklin Oaks Road, Chapel Hill, NC 27695

EDUCATION

University of North Carolina at Chapel Hill
Bachelor of Arts in Economics, Second Major in History, expected May 2013
Cumulative GPA: 3.22, Economics GPA: 3.6, History GPA: 3.2

HONORS

Dean's List (3 Semesters)
National Society of Collegiate Scholars
Cum Laude Society (inducted 2012)

RELATED EXPERIENCE

Intern, Correspondence Department, Barack Obama for President, Chapel Hill, NC, Summer 2012

- Used communication skills to inform the public about candidate's political positions and latest news through both email and mail marketing
- Monitored letters and emails received and ensured responses were accurate; processed 1300 emails per day
- Collected and reported amount of incoming emails relating to particular topics or policies as well as addressed specific concerns
- Sorted and delivered internal mail, bills, checks, and packages

Vice Chair, UNC-CH Honor Court, Mar 2010-May 2012

- Chaired individual cases involving Honor Code violations, including academic dishonesty and behavioral misconduct
- Worked with honor court members, attorney general staff, professors, and accused students to ensure Honor System was upheld
- Rendered judgments as to whether or not a violation occurred, and decided equitable, appropriate sanctions when an accused student was found guilty
- Ensured students' rights were upheld, directed the proceedings, informed professors of decisions, and wrote Court's rationale

LEADERSHIP EXPERIENCE

Volunteer Counselor, YMCA of Durham, NC, May 2012-present

- Coordinated with four other counselors to plan weeklong summer camps for community youth
- Provided educational activities for approximately sixty fifth grade students to increase skills in reading and math

Mentor/Tutor, Glenwood Elementary School, Chapel Hill, NC, Jan 2012-present

- Tutor elementary school children once a week in an effort to increase math and reading skills
- Connect students and their families to resources in the community through information sessions

ACTIVITIES

TABLE, Carrboro, NC, Aug 2012-present
Going Green, UNC-CH, Sep 2010-present
Students United for Darfur Awareness Now (S.U.D.A.N), UNC-CH, Mar 2010-present
Young Democrats Club, UNC-CH, Sep 2009-present

SKILLS

Proficient with Microsoft Office Suite, Bloomberg Essentials, Wordpress, LinkedIn
Conversational Spanish speaking skills

Carolina Student

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EDUCATION

University of North Carolina at Chapel Hill

First Year Student, expected graduation May 2016

Chapel Hill High School, May 2012

GPA: 4.22

HONORS

Best Buy Scholarship, awarded for outstanding academics and community service

National Scholar Athlete

RELEVANT EXPERIENCE

Volunteer Tutor, Project Elevation, Chapel Hill, NC

Feb 2010-Mar 2012

- Assisted non-native English speaking residents with conversational language skill development
- Helped create lesson plans to facilitate learning
- Exposed immigrants to local customs and cultures, including available community resources

Mission Volunteer, Baja Missions, Mexico City, Mexico

Jun 2011-Aug 2011

- Traveled to Ensenada, Vicente Guerro, and Chapultepec, Mexico during 6-week trip
- Assisted team leaders with distributing resources and materials to local villages
- Utilized Spanish-speaking skills to effectively communicate with families

LEADERSHIP EXPERIENCE

Students Today, Alumni Tomorrow, UNC-Chapel Hill, Aug 2012-Present

Senior Board, Chapel Hill High School, Aug 2011-May 2012

Student Body President, Chapel Hill High School, Aug 2011-May 2012

OTHER EXPERIENCE

Associate, Rita's Water Ice, Carrboro, NC

Apr 2010-Oct 2010

- Provided friendly customer service in a family dining environment
- Processed cash and credit transactions and balanced register nightly
- Monitored inventory and assisted with reordering merchandise

ACTIVITIES

Habitat for Humanity

Intramural Soccer, UNC-Chapel Hill

Varsity Soccer Team, Chapel Hill High School

SKILLS

Microsoft Word, Excel, PowerPoint, Adobe Photoshop, Facebook, Twitter

Intermediate in Spanish and French

EDUCATION

University of North Carolina at Chapel Hill
Bachelor of Arts in Communication Studies, May 2013
Concentration in Media Studies and Production
GPA: 3.24

RELATED COURSEWORK/PROJECTS

Audio, Video, Film Production, and Writing

Studied various film and screen-writing templates and approaches

Narrative Production

Created storyboards, scripts, and filmed and edited three short films

Interactive Media

Learned design basics; used Adobe Photoshop, Flash, ActionScript, and Dreamweaver to create interactive websites

RELATED EXPERIENCE

Social Media Intern

Myth Marketing, San Antonio, TX, May 2010-Aug 2010

- Assisted start-up company with establishing online presence utilizing web 2.0 technology
- Created and maintained daily blog and Twitter account to promote marketing services
- Increased visibility to potential clients with 25% more page views per day

ADDITIONAL EXPERIENCE

Administrative Assistant

Douglas and Matcovsy, LLC, Chapel Hill, NC, Sep 2009-May 2010

- Demonstrated attention to detail while completing clerical tasks such as filing, typing, mass mailings, and data entry

Cashier

North Carolina Museum of Life and Science, Durham, NC, Apr 2009-Sep 2009

- Assisted with customer relations and sales in gift shop
- Balanced register nightly and ensured accuracy of deposits

Volunteer

North Carolina Museum of Life and Science, Durham, NC, Jun 2007-Sep 2009

- Performed field research for the National Resources Action Team grant
- Presented science activities and animals to children both at the museum and at school and community events

ACTIVITIES

UNC-CH Ballroom Dance Team, Fall 2009-present

MASALA Multicultural Organization, Fall 2009-present

SKILLS

SQL, Dreamweaver, Web 2.0 Applications, MS Office

Conversational Spanish

Joshua Bordwick

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Home Address: 21 Oakey Drive, Kendall Park, NJ 08824

EDUCATION

University of North Carolina at Chapel Hill
Bachelor of Arts in Psychology, Degree Expected May 2013
GPA: 3.24

Wake Technical Community College, Raleigh, NC
Completed 36 transferable credits, 2009-2010
GPA: 3.93

HONORS

Dean's List: 3 Semesters
Riley Fay Community Service Scholarship Recipient, 2010

LEADERSHIP EXPERIENCE

Alpha Beta Fraternity, UNC-CH
President, Fall 2012-present

- Chaired weekly Brotherhood meetings, directing over 100 members
- Supervised weekly meetings to evaluate goal progression of 25 executive officers
- Served as liaison for members with UNC and National Office
- Oversaw the philanthropy efforts by raising over \$6,000 for local charities

Child and Family Services, Raleigh, NC
Youth Counselor, Summer 2011

- Assisted middle school students with completing various academic assignments
- Demonstrated creativity in maintaining a conducive and learning-rich environment for fifteen students
- Facilitated bi-weekly meetings with 4 counselors to strengthen teamwork and define learning objectives for students

WORK EXPERIENCE

Buckingham Golf Course, Morrisville, NC
Pro Shop Associate, Summers 2010-2012

- Conducted research on golf clubs and made recommendations to customers
- Utilized communication and customer service skills to teach golf techniques to new and experienced players

Top of the Hill Grill, Chapel Hill, NC
Server, October 2011-August 2012

- Provided exceptional customer service to ensure pleasant dining experience for restaurant patrons

ACTIVITIES

Active Minds, UNC-CH, 2011-Present
UNC Dance Marathon, 2011-Present

SKILLS

Intermediate Spanish
Proficient in SPSS, Microsoft Office Suite, Adobe

EDUCATION

University of North Carolina at Chapel Hill
Bachelor of Science in Biology, Degree Expected May 2013
Overall GPA: 3.79, Major GPA: 3.93

HONORS

Dean's List: 3 Semesters
Phi Beta Kappa Collegiate Honor Society

RELEVANT COURSEWORK

Lab Experiments in Genetics, Introduction to Statistics, Molecular Biology, Elementary Pathogenic Microbiology

RELEVANT EXPERIENCE

Department of Biology, Chapel Hill, NC, August 2012-Present

Research Assistant

- Assisting with clinical research by working on several clinical studies conducted within the department
- Conducting literature reviews in topical areas such as HIV, Blunt Trauma, Soft Skin Tissue Diseases, and other public health issues in order to further studies

Hanson Research Lab, Chapel Hill, NC, May 2010-August 2012

Lab Technician

- Assisted in experimental design setup of sequencing the tau gene in individuals with Alzheimer's disease or Front Temporal Dementia
- Evaluated sequencing program and clarified ambiguous base calls
- Managed data of individual's genotypes using Excel spreadsheets
- Observed and assisted a graduate student in preparing specimens for microarray
- Learned proper lab techniques and gained experience in pipetting

Academic Skills Center, Goldsboro, NC, August 2007-May 2009

Peer Tutor

- Assisted middle school students with completing various academic assignments
- Demonstrated creativity in maintaining a conducive and learning-rich environment for fifteen students
- Facilitated bi-weekly meetings with 4 counselors to strengthen teamwork and define learning objectives for students
- Tutored subjects ranging from General Chemistry to English to Mathematics

OTHER EXPERIENCE

Circulation Department, Davis Library, Chapel Hill, NC, May 2009-April 2011

Desk Assistant

- Facilitated an improved experience for patrons by enabling effective access to library resources
- Discharged books and other library materials to patrons, sorted and shelved returned items

ACTIVITIES

Phi Beta Kappa, UNC-CH, November 2011-Present

UNC Health Care Systems-Student Volunteer, August 2010-December 2011

YMCA Helping Paws, UNC-CH, September 2009-2011

SKILLS

PC operating systems, Microsoft Office Suite

Walter Curtayne

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EDUCATION

University of North Carolina at Chapel Hill
Bachelor of Arts in Sociology, Second Major in Political Science, Degree Expected May 2013
Overall GPA: 3.2, Dean's List: 2 Semesters

Study Abroad: UNC Honors Semester in London, Spring 2010

RELEVANT COURSEWORK

State and Local Government	Analyzing Public Opinion
International Politics	Southern Politics and Journalism
Comparative Democracies	News Reporting
Media Law	Practical Politics
Campaign Management	

RELEVANT EXPERIENCE

Research Intern, May 2012-Present

John William Pope Civitas Institute, Raleigh, NC

- Analyzed and summarized NC House Bills for organization's website
- Observed weekly committee hearings, tracked Bill progress
- Reported on House Sessions, especially regarding budgeting and finance

Elected Representative, October 2011-May 2012

Student Congress, UNC-CH

- Participated in the formation of policies and writing of bills concerning budgeting for student groups
- Represented the interests of off-campus students

Chair of Redistricting Committee, January 2011-May 2011

Student Congress, UNC-CH

- Compiled and organized data of campus population
- Led committee in writing a bill that redistributed number of elected representatives

Catalog Management Student Assistant, January 2010-December 2010

Davis Library, UNC-CH

- Maintained online catalog records
- Assisted with the evaluation of online records database
- Helped to keep track of the inventory for library special collections

ACTIVITIES

Carolina Language Partnership-Student Volunteer, August 2010-Present

Public Policy Major Union, UNC-CH, November 2009-Present

UNC Dance Marathon, September 2009-2011

SKILLS

Intermediate Spanish, Introductory Italian

Proficient in MS Word, PowerPoint, Adobe InDesign, and InCopy