

# Jane Smith

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## SUMMARY

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- Honors student with a record of academic and extracurricular success
- Extensive leadership experience, particularly within a higher education setting
- Adept at working across departments, with faculty, administrators, and students
- Award-winning written communication skills

## EDUCATION

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### University of Georgia

Aug '18 – May '21

Bachelor of Arts in Philosophy – GPA: 3.93; Honors recipient every semester  
(Expected graduation: May 2021)

## RESEARCH AND ANALYTICAL EXPERIENCE

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### Atlanta Department of Education, Atlanta, GA

#### Intern, Spring 2018

Generated concisely written synopses of current legislative action for use by the department, members of Congress, and the general public through the Department of Education website.

- Researched and presented to policymakers several successful school design and construction projects to support the "Administration Schools as Center of Community" proposal.

### University of Georgia, Athens, GA

#### Research Assistant, Spring 2018

Examined how the increasing dependence of needy students on federal loans instead of grants for higher education has affected college access and enrollment, culminating in a 65-page paper.

- Received "Outstanding Final Paper" award.

### Newton County Historical Society, Covington, GA. Research Assistant, Spring 2017

Researched archival materials, wrote text panels, and selected objects for a historical exhibit on Newton County in the 1930s.

## SKILLS

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Microsoft Office: Excel, Word, PowerPoint. Social Media: Facebook, Twitter, Instagram, WhatsApp, etc.  
Team Player, Expert Problem Solving, Leadership.