

Jane B. Goodall

4321 Stony Road, Mechanicsburg, PA 17055
(717) 555-0000 jg1111@messiah.edu

- Education:** **Bachelor of Science – Politics**, May 2006
Messiah College, Grantham, PA
- Related Experience:** **Student Intern:** Government Relations Department
HersheyPhilbin Associates, Inc., Camp Hill, PA (Summer 2005)
- Responsible for creating press releases and new business prospects for the lobbying firm.
 - Preparing proposals and developing information materials.
 - Helped to organize a meeting about Rail Safety for Senators at the State Capitol.
 - Developed and produced informational materials distributed to the PA General Assembly.
 - Involved with research, grant writing, database development for a host of business-to-business accounts spanning the healthcare, industrial, and agricultural industries.
- Work Experience:** **Teller:**
PNC Bank, New Cumberland, PA (May 2005-Present)
- Assist clients with deposits, withdrawals, and various other transactions.
 - Proactively seek new sales opportunities by suggestive selling to clients and non-clients at the teller window.
 - Continually work to identify clients' financial needs by researching their accounts.
- Key Carrier/Associate Sales Representative:**
Payless ShoeSource Inc., Camp Hill, PA (May 2003- November 2005)
- Responsible for opening, closing, and managing employees when the manager and/or assistant manager were not present.
 - Facilitated good customer relations.
- Cross-Cultural Experience:** **Ten day class trip to Italy** (March 2006)
Three-week trip to Greece, Italy, France, and England (Summer 2001)
- Gained an appreciation for different cultures and lifestyles.
- Ten day trip to Germany** (April 2000)
- Learned how to live and interact with people whose primary language was not English.
- Three-week trip to England, Ireland, and Wales** (Summer 1999)
- Gained an understanding of how other cultures view the United States.
- Activities:** **Volunteer work**
- Special Olympics
 - Donate to United Way
 - Central Pennsylvania Youth Ballet (a non-profit organization)