



AMELIA MOORE

College Intern

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Ambitious college student with two years of internship experience seeking to leverage research and project management skills as a College Intern. Adept at collaborating with diverse teams and applying academic knowledge to real-world challenges. Committed to contributing to innovative projects and enhancing organizational success through proactive engagement.

WORK EXPERIENCE

College Intern
Pineapple Enterprises
Apr / 2024-Ongoing
Santa Monica, CA

- Assisted in daily operations and administrative tasks to support team objectives.
- Taught foundational skills such as color, shape, number, and letter recognition.
- Read literature to small groups and entire classes, fostering a love for reading.
- Welcomed children into the school environment, assisting with personal belongings and activity selection.
- Prepared and served meals adhering to nutritional guidelines.
- Ensured compliance with administrative policies governing student conduct.
- Engaged in professional development through meetings, conferences, and workshops to enhance teaching skills.

College Intern
Lakeside Apparel Co
Apr / 2023-Apr / 2024
Chicago, IL

- Selected for a competitive internship at Steve Allen Law Offices, managing case file organization.
- Drafted time-sensitive correspondence, including court case letters and meeting agendas.
- Assisted in court hearings and client interviews while maintaining academic excellence.
- Analyzed multi-level policies to provide recommendations for advocacy efforts.
- Supported grant writing processes, coordinating with First 5 Managers on applications.
- Reviewed hazardous waste disposal applications to ensure compliance with regulations.

EDUCATION

Bachelor of Arts in Psychology
University of California
Apr / 2022-Apr / 2023
Phoenix, AZ

Pursuing a degree with a focus on developmental psychology and research methodologies.

SKILLS



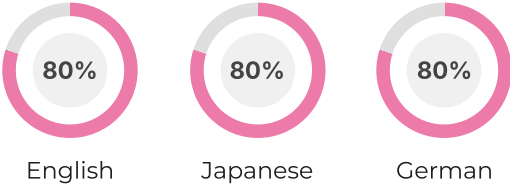
INTERESTS

- Podcasts
Language Learning
Dancing
Cycling

STRENGTHS

- Intuition
Leadership
Listening
Mentorship

LANGUAGES



ACHIEVEMENTS

- Assisted in developing outreach materials that increased community engagement by 30%.
- Implemented a new filing system that improved case file retrieval time by 25%.