

Sharon L. Haywood
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OBJECTIVE

Seeking an internship position where I can utilize my analytical skills to gain more experience in the field of geology.

EDUCATION

North Carolina State University, Raleigh, N.C.
B.S. Geology
GPA: 3.00/4.0, May 20XX

EXPERIENCE

Intern Assistant, Summer Outdoor Ed-venture, Museum of Natural Sciences, Raleigh, N.C., May 20XX – Aug. 20XX

- Assisted co-leader with planning and coordination of the Outdoor Ed-venture programs
- Helped organize instructor and participant notebooks for the camps
- Participated in natural sciences videoconference programs

Sales Associate, Target Stores, Durham, N.C., Jan. 20XX – May 20XX

- Developed effective interpersonal and teamwork skills dealing with customers and coworkers
- Encouraged customer purchases with insight and persuasion
- Operated cash register and answered telephones

Crew Trainer, McDonald's, Durham, N.C., June 20XX – Aug. 20XX

- Supervised crew team and trained them to perform various tasks
- Developed teamwork skills in a fast-paced environment
- Provided excellent customer service and handled customer complaints in an orderly fashion

HONORS & ACTIVITIES

Deans List
NCSU Geology Club, Treasurer
PAMS Council
Habitat for Humanity
Honor Society (H.S.)
Women's Basketball Manager (H.S.)

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, GIS, and Access

REFERENCES

Available upon request