

Courtney Brooke Jennings

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Objective

To apply my writing, computer, and office skills to a collaborative service-learning project that meets a local community service organization's communication needs.

Education

B.A., English (specialization in Creative Writing), expected Spring 2007
University of Central Florida Orlando, FL

- Coordinated three major small-group projects, including a set of technical instructions for a mechanical engineering lab.
- Wrote and designed several common genres of professional communication, such as memos, letters, instructions, progress reports, a feasibility report, and a proposal.

Work Experience

Administrative Assistant for Audit Services, Sun Banks Orlando, FL 2001-02

- Prepared several audit reports per week
- Organized several department functions such as the annual Christmas celebration
- Ordered supplies, electronically filled audits, and performed other general office duties

Insurance Clerk, ABC Life Insurance Company Heathrow, FL 1999-00

- Maintained and improved configuration of company database
- Helped train more than 15 employees
- Produced numerous informational reports using Microsoft Word and Excel

Data Entry Assistant, Northwood Staffing Services Maitland, FL 1999

- Entered client information and other data into databases for several companies, including ABC Life Insurance

Computer Skills

- Word Perfect, Microsoft Word
- PageMaker, Microsoft Publisher
- Data Entry: 12,000 kph
- Adobe Photoshop

Community Volunteer Experience

- Choose Children Philanthropy, Alpha Xi Delta Sorority
- March-of-Dimes Walk-a-Thon