

Olivia R. Rooney
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Objective

To obtain a part-time summer internship in a law firm.

Education

Northwestern High School. Rock Hill, South Carolina (2006-present), Current GPA: 3.5

Experience

Clerk, Palmetto Realty

June 2007-present

Rock Hill, SC

- Prepared appointments for agents.
- Maintained organization with filing system.
- Provided excellent customer service.
- Updated all data using computer program.

Intern, Gary Hayes, SC Representative, July 2007

- Assisted in scheduling events.
- Organized constituent's requests.

Class Project, Fall 2008

- Prepared a bill on global warming.
- Identified the process on how a bill becomes law.

Extracurricular Activities

Member of Student Council

Member of the Political Science Club

Awards/Achievements

National Honor Society 2007, 2008

Honorable Mention for the SC Legislature essay contest.

Skills

Proficient with Microsoft Word, Excel, and PowerPoint

References

References available upon request