

Jane E. Bennet
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Present Address (until May 2012):
P.O. Box 1582
Mount Berry, Georgia 30149

Permanent Address:
1255 Lakeforest Circle
Buford, Georgia 30159

Objective: To obtain a position in government that will utilize my knowledge in government as well as continue to teach me in different areas of government.

Education: Berry College, Mount Berry, Georgia, Expected Graduation: May 2012
Bachelor of Arts, Government Major, GPA: 3.2/4.0
Academic Scholarship (\$6,000/year)

Internships: GOP Candidate Governor Mitt Romney, Atlanta, Georgia
Intern, August 2011 – Present

- Maintain record of meetings by typing up notes
- Recruit local representatives and possible donors about joining the Mitt Romney Campaign and supporting him in the GOP race for the Republican Candidate
- Create signs, posters, social media ads, etc. for the campaign

Jeffery B. Kelly, P.C. Law Office, Rome, Georgia
Intern, March 2010 – Present

- Prepare garnishment and foreclosure letters based on office needs
- Assist with daily office tasks and needs such as answering phones, making appointments, filing, etc.

Georgia Secretary of State, Atlanta, Georgia
Intern, May 2011 – August 2011, December 2011

- Assisted in different departments in the Secretary of State such as Budget, Accounting, the Boxing Commission, and Corporations with daily needs or projects they needed help with.
- Analyzed budgets and payroll with the Accounting Department double-checking amounts of paychecks, the budgets of the different departments, etc.
- Maintained organization with daily office needs such as filing paperwork, researching data, e-mailing budget information to other departments, etc.

Work Experience: Berry College Evans School of Humanities, Mount Berry, Georgia
Research Assistant, January 2010 – Present

- Compile research for Dr. Eric Sands and Dr. Paul Lawler in research for various writing pieces
- Grade exams for both Dr. Sands and Dr. Lawler's classes

Berry College Career Center, Mount Berry, Georgia
Student Worker, August 2008 – Present

- Organize agendas and schedule student appointments by providing excellent customer service
- Calculate and catalogued evaluations, help prepare materials for workshops

Awards & Activities: Stuck with Virtue Conference, Student Assistant to Dr. Lawler, November 17 & 18, 2011
Student Government Association, President, August 2011 – Present
Political Science Honors Society, Member, May 2011 – Present
Student Government Association, Secretary, August 2010 – August 2011
Berry College Republicans Club, Member, August 2009 – Present