

# Laura Pine

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Objective: To obtain a summer or part-time internship.

## Education

2004-present Seattle University  
Candidate for Bachelor of Science in Business Administration  
Major: Management  
GPA: 3.5 Expected Graduation: May 2008

## Work experience

2005-present Ruby's Diner, Seattle, WA  
Server

- Catering to customers needs
- Time management skills within the dining experience

2004-2005 Electronic Construction, Seattle, WA  
Administrative Assistant

- Filing, answering phones and taking messages
- Imputing invoices, payroll and composing up-to-date contracts and contacts

2002 Alexandria House, Seattle, WA  
Volunteer

- Helped children complete homework assignments
- Administered snacks and organized projects
- Supervised interactions between children

2001-2004 St. Brendan's Church, Seattle, WA  
Volunteer

- Church Secretary and retailer of church gift shop

Awards received Dean's List

Skills Knowledge of Microsoft Word, Excel, PowerPoint, and QuickBooks.