**Cara Forall**

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**SUMMARY**

**Sociology major**seeking an internship to help at-risk children and youth

* Two years of experience providing exceptional customer service
* Proven ability to provide consistent and fair treatment
* Proficient with Microsoft Office Suite, PowerPoint and Publisher

**EDUCATION**

Alabama Agricultural & Mechanical University (AAMU) Normal, AL

B.S.,Sociology with a minor in Entrepreneurship December 20xx

GPA: **3.1/4.0**

Awards and Honors: Honor Roll, Spring 20xx - Present

**INTERNSHIP EXPERIENCE**

**See County Commissioner’s Office │ Librarian Assistant**, Huntsville, AL Jan. 20xx – May 20xx

* Coordinated a tutoring program that included mentoring for 25 at-risk children ages 8-12
* Planned, organized and executed fun activities to inspire a passion for reading
* Handled discipline issues in a fair and consistent manner

**WORK EXPERIENCE**

**Wal-Mart │Cashier**, Huntsville, AL March 20xx – Present

* Accept cash and debit/credit card payments; process returns and changes
* Thank customers for their business to inspire repeat visits
* Resolve complaints promptly and professionally

**AAMU Sociology Dept. | Student Assistant,** Normal, AL Jan. 20xx – Present

* Organize and file paperwork and assist with preparations of project update meetings
* Help with scheduling meetings
* Receive incoming calls from students, faculty and staff members, parents and administrators
* Used Power point and Photoshop to create flyers and presentations

**Memberships**

AAMU Sociology Club, Secretary Since May 20xx

Phi Beta Lambda Business Fraternity, Incorporated Since Dec. 20xx