

CATHERINE SHARP

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Current Address:
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1453 E. Unaka Ave.
Johnson City, TN 37604
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OBJECTIVE To obtain a management internship applying strong leadership, interpersonal, and writing skills.

EDUCATION **MILLIGAN COLLEGE** Milligan College, TN
Bachelor of Business Administration May 2010
Concentration: Management
GPA: 3.6/4.0

SCIENCE HILL HIGH SCHOOL Johnson City, TN
GPA: 3.7/4.0 June 2006
Class Rank: 15/342

HONORS Milligan College Scholar
National Merit Scholar Semi-Finalist

EXPERIENCE **SYLVAN LEARNING CENTER** Johnson City, TN
Tutor Summer 2006

- Tutored children ages 8-10 in math and science concepts
- Assisted adults learning English with basic reading and writing skills
- Performed clerical duties and developed promotional materials for center

JOHNSON CITY PARKS AND RECREATION Johnson City, TN
Head Lifeguard Summers 2003-2006

- Ensured safety of patrons by guarding up to 100 children
- Managed and coordinated schedules of 6 lifeguards

ACTIVITIES Staff Reporter, *The Stampede* (student newspaper)
Member, Management Club (Science Hill High School)
Participant, Intramural Sports
Secretary, National Honor Society (Science Hill High School)
Treasurer, Student Government (Science Hill High School)
Capitan, Volleyball team (Science Hill High School)

VOLUNTEER World Hunger Coalition
Literacy Council of Bristol
Johnson City Medical Center

SKILLS Computer: Word Access, Excel, Powerpoint, HTML
Language: Proficient in Spanish