

Charlotte (Charlie) Jackson
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TEHCNICAL SKILLS

Operation Systems: Windows 7, Mac OS X, MS Windows Vista

Software Applications: MS Office Suite 2003, 2007, 2010; Oracle SQL Database, Adobe InDesign, Adobe Photoshop

Others: Clerical skills; leadership experience

PAST EMPLOYMENT/EXPERIENCE

Alpha Phi Omega

August-December 2013

Pledge Master

- Organized the pledging program for fall semester
- Planned pledge events
- Supported the pledge class

Reston Zoo

May – August 2013

Zookeeper

- Fed, cared for, and medicated animals
- Maintained habitats
- Led guest tours

Neustar Inc.

June-July 2012

QA Intern

- Performed testing
- Created queries using Oracle SQL Database to enhance productivity and create reports
- Summarized and Analyzed data using MS Excel

Safe Haven Animal Shelter

June 2010 – August 2012

Volunteer

- Performed daily exercise and grooming tasks for animals
- Organized adoption fairs and donation collections
- Recruited new volunteers

Champps Americana

September – December 2011

Waitress

EDUCATION

University of Southern California

Expected Graduation: 2016

- Bachelor of Arts degree in Biology
- Minor in GeoBiology

National Cathedral School for Girls

2005-2011