

Charlotte (Charlie) Jackson
charlotj@usc.edu
703-424-4686

TECHNICAL 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

Los Angeles Police Dept. Jordan Downs Mentoring Program

January 2012-

Volunteer

January 2013

- Weekly tutoring 1-6 students/week ranging from ages 3-12
- Helping underprivileged kids in LA housing developments with basic skills like counting, arithmetic, English and reading

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

Champps Americana

September – December 2011

Waitress

Safe Haven Animal Shelter

June – August 2011

Volunteer

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

Peer Leader

September 2010 – June 2011

Group Leader

- Elite group of students selected by teachers to mentor and help incoming freshmen
- Organized workshops, bonding activities, and a retreat for freshmen
- Held weekly meetings for students

Pro Vita Orphanage and Home for Battered Women, Romania

August 2010

Volunteer

- Performed daily tasks of teaching English, babysitting children, school and library construction, and meal preparation
- Organized craft days and sports tournaments

EDUCATION

University of Southern California

Expected Graduation: 2015

- Bachelor of Arts degree in Biology

National Cathedral School for Girls

2005-2011

