**Cameron Plunkett**

11734 Fairfax Woods Way, Apt 2306

Fairfax, VA 22030

Phone: 571.278.1633

Email: c.plunkett.94@gmail.com

**EDUCATION**

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| University of Southern California, Los Angeles, CA  Scholarships: Presidential, University, and National Merit  Degree: Bachelor of Economics and English  Grade Point Average: 4.00 | 2012 – 2016 |

**BUSINESS EXPERIENCE**

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| **Contract Specialist**  Music & Arts, Fairfax, Virginia | August 2010 – October 2010 |

Assisted in setting up and opening a temporary Music & Arts location for the instrument rental season. Stayed with the shop from its opening date to its closing date. Duties included handling small transactions, drawing up and explaining rental contracts, providing information to customers, and general upkeep of the shop. Lead all temporary employees in both sales and contracts made.

**VOLUNTEER EXPERIENCE**

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| **Coach**  Kings Park West Falcons U12 Soccer Team  Fairfax, Virginia | March 2011 – May 2012 |

Coached a coed team of children grades 4th-6th for three seasons. Duties included scheduling and leading practices and workouts, accommodating players with special needs, organizing parents, and working with league officials to schedule games and define rules.

**Member** January 2013 – November 2013

Alpha Phi Omega, National Service Fraternity

Los Angeles, California

Served as the Sergeant-at-Arms of the Alpha Kappa chapter in Fall 2013. Completed 64.25 hours of confirmed community service despite only 50 being required, and helped organize and execute special events involving dozens of people. Kept order in meetings, maintained and updated bylaws, executed special tasks for the Executive Board, and contributed to decisions affecting the entire chapter of over 100 members.

**SPECIAL SKILLS**

I am highly skilled in the use of computers and the Internet, including Microsoft Office, Internet searches, and troubleshooting computer software and hardware. I learn very quickly, and possess excellent verbal and written communication skills.