

# Christina Kelly Matthews

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## OBJECTIVE

To obtain a part-time position that will support my objective on becoming an engineer. Specifically looking for jobs that will help enhance my skills with doing research, working with computers, or requiring creativity/design. I am a highly motivated person, very organized and a quick learner.

## WORK EXPERIENCE

### Summer Internship: Office Assistant Part Time

June 2014 – Present

*American Cabling Company, 551 Commerce Dr, Upper Marlboro, MD 20774*

I assisted with the editing of the company's website, organized client files and answered business phones, assisted with the interviewing and hiring of the IT professionals for upcoming projects. Conducted background checks, phone screens, and helped conduct in-person interviews with potential candidates. Created personal folders for potential candidates, verified citizenship by using I9 and E-Verify, recorded interview notes, conducted initial screening on resumes to see if they were a good fit for the projects. I also worked on blueprints for upcoming projects to identify the areas that the estimators would need to work on, and created spreadsheet that counted the number of locations and helped calculate an overall cost for the project.

### Road Less Traveled, Costa Rica

July 2016 – August 2016

Total Hours : 72

Grade 11

Worked on damaged houses for underprivileged families. Assisted with building a bathroom along with a sewage system. Rebuilt parts of a house for a family of four and painted a community building for the town of Pejivalle. I received the President's Volunteer Service Award.

### Journalism/Publication

August 2016 – May 2017

5 hours a Week

Grade: 11, 12

I assisted editing the yearbook, worked on the senior superlatives page, published pictures, and created captions for students and activities.

## VOLUNTEER SERVICE

### Special Olympics Aid

August 2015- May 2016

Total Hours: 7

Grade: 11

We lead Special Olympics activities (dances, games and races) for participants in the Calvert County community.

### Piano volunteer at elderly home

October 2013 and October 2014

Grade 9 -10

Played piano with a group of students for the elderly.

### **The Calverton School Auction**

**May 2016**

**Total Hours: 3**

**Grade: 11**

Helped set up for the Calverton School's annual silent auction. Sold raffle tickets to help increase funds for the Calverton School.

### **El Sendero, Costa Rica**

**July, 2016 - August, 2016**

**Total Hours: 70**

**Grade 11**

Held classes to teach young adults English. Used the skills that I learned in the 5 years of learning Spanish. Helped them with learning to read and write English specifically geared to social media sites such as twitter and Instagram.

## **EDUCATION**

**The Calverton School**

**August 2012 - Present**

**300 Calverton School Rd. Huntingtown, MD 20639**

GPA: 3.5 Advanced Courses: IB Higher Level Psychology AP: HL History

## **EXTRACURRICULAR ACTIVITIES**

**Varsity Soccer**

**August 2015 - Present**

**Grades**

**11,12**

MISAL 2016 Champions (undefeated)

Being new to soccer was my biggest challenge. When the season ended, my coach was impressed by my dedication, improvement and team contribution.

**Varsity Golf**

**September 2014 - Present**

**Grade 9th**

Golf was new to me, but I learned the basics of golf and etiquette. I was a very good putter and became skilled at reading the greens.

**Choir**

**September 2013 – June 2014**

**Grades 10,11**

I sang every Wednesday after school. I also sang at nursing homes and school events.

## **AWARDS/CERTIFICATES**

**Honors**

- Grades 10,11 and 12th – Awarded academic scholarship
- Have maintained a GPA excess of 3.2 taking all advance classes throughout high school.
- President's Volunteer Service Award (The White House)
- Certificate of Achievement – Costa Rica Community Services (72 hours)

## **LEADERSHIP**

**Selected to Speak at Student Panel/Open house**

Selected to speak to new and prospective parents and students to the Calverton School. Out of thirty-two students, I was one of six students chosen to be a part of the panel discussion.

**Candidate Selection**

Selected to assist in the candidate selection for Dean of Students for Calverton. I was hand-picked by the faculty to serve on a committee of five to help choose the new head of school. Out of thirty-two students, I was one of two students selected to help with the interviewing process.

**Class Representative**

**9th Grade**

I was nominated for student government representative and won. I was responsible for upholding the rules of the student body.