

# Jill C. Bender

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## Objective

Seeking a summer internship in order to gain valuable experience in the workplace that supplements my undergraduate education by broadening and intensifying my programming skills.

## Education

**University of Michigan** Ann Arbor, MI

**B.S. Computer Science Engineering** expected May 2014

Cumulative GPA 3.644

## Skills

Experience with C++ and Matlab

Some experience with C#, HTML, and Drupal

Proficient in Microsoft Office, Apple iWork/iLife, and the Standard Adobe Creative Suite.

Excellent Communication and Organizational Skills

## Work Experience

**Assistant at Yellowbird Vacations - Property Management Company** 2008-2011

Manage and update the website

Customer service including managing phone calls and bookings, meetings, and service calls

Organize and maintain office space

Maintain schedule and billing procedures

**RobotC Camp Counselor for Women in Science and Engineering** July 2011

Teach basic programming skills to 8th-10th grade girls

**Clerk in the Department of Computer Science Engineering** 2010-2011

Clerical duties including copying, filing, and data entry.

**First Lego League Coach for Women in Science and Engineering** September 2011

Teach programming and other engineering principles to 6th-9th grade girls.

Organize and motivate the team to complete work for the robotics competition.

## LEADERSHIP EXPERIENCE

**Administrator on the Executive Board of the Living Arts Programming Board** 2010-Present

Living Arts is a student organization designed to foster multi-disciplinary collaboration, creativity, and innovation. As an administrator, I direct the organization's events and activities.

Wrote the organization's constitution and was part of the founding members of the organization

Currently serving as President.

**Peer Mentor for Residence Hall Learning Community** 2011-2012

Guide incoming freshmen to acclimate to the University of Michigan through community building activities, tutoring, and one-on-one mentoring.

**Leadership training at University of Michigan Leadership Connection 2011** May 2011

Develop strategies to successfully manage and maintain a group or community.

**Volunteer Tennis Instructor and Coach** 2007-Present

Highly experienced in organizing and maintaining order for a well executed practice as well as motivating and supporting players.

## OTHER

Attendee of NANOG 52, June 2011 in Denver, CO

Attendee of Metaswitch Forum 2009 in Las Vegas, NV