Latasha Hewitt

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| **Permanent Address:**  58 Graham Road  Broad Brook, Connecticut 06106 | College Address: LINCOLN UNIVERSITY  1570 Baltimore Pike  Lincoln University, Pennsylvania 19352 |

**OBJECTIVE:** Seeking a summer position within your organization

**EDUCATION: Lincoln University, Pennsylvania**

**Major: English/Pre-Law**

**GPA 3.00/4.0 Expected graduation date: April 2014**

## EXPERIENCE:

**Robinson & Cole LLC, Hartford, CT Summer Intern May 2010- August 2010**

* Maintained all client files and accurately updated client database
* Performed various administrative duties: fielding customer calls, filing, copying, greeting patrons, scheduling appointments, etc.

**Hartford Camp Courant, Hartford, CT Camp Counselor Summer 2007 – Summer 2009**

* Coordinated and lead age appropriate academic and physical activities for campers aged 5- 12.
* Monitored camper behavior to maintain a safe environment

**Six Flags New England, Agawam, MA Rides Attendant** **May 2009 – August 2009**

* Maintained a clean, safe, and friendly environment for all patrons.
* Operated rides according to company policy, procedures and safety regulations

**Southwest Boys & Girls Club, Hartford, CT Program Assistant** **June 2008- August 2008**

* Created and coordinated activities to bolster self esteem of girls ages 10-12
* Provided knowledge and guidance on various academic subjects**,** designed and implemented activities to reinforce lessons

## LEADERSHIP:

**Southwest Boys & Girls Club Vice President of Keystone** **September 2008 –January 2009**

* Organized various fundraising programs in support of the organization’s mission.
* Participated in events and activities to raise awareness
* Mentored members by providing general instruction on behavioral conduct, academics and group activities

## ACTIVITIES/AWARDS:

* Thurgood Marshall Law Society Member January 2011 –Present
* S.T.A.R.S (Sisters That Are Respected Seriously) Member January 2011 –Present
* Southwest Boys & Girls Club Youth of the Year Recipient January 2010 - December 2010
* Money Matters Award Recipient April 2010
* Leadership article published in the The Hartford Courant Recipient June 2009

**TECHNICAL SKILLS**:

* Microsoft Word
* Excel
* PowerPoint
* Publisher