

J a d z i a D a x

890 Habitat Drive
Chicago, IL. 60609

(773) 875 - 9768

E-mail: J-Dax3@neiu.edu

OBJECTIVE

Seeking an internship position involving copyrighting, desktop publishing, editorial / speech writing, background research or related areas. Especially interested in newspaper, magazine or other print media environments.

EDUCATION

Northeastern Illinois University

Bachelor of Arts Major: English
GPA in major courses: 3.25 / 4.0

Minor: History

Chicago, IL.
May, 2005

Significant Courses

Written Communication for Business
Studies in Woman=s Literature

Advanced Composition
Multi-Cultural Literature in

America

20th Century Fiction I & II
Historiography & Historical Methods

Creative Writing I & II

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EXPERIENCE

Skokie, IL.

Coca-Cola Bottling Group

Tax Assistant

7/2003 to present

- X Assist in preparing departmental tax audits for review by accountants
- X Prepare, locate and organize necessary documents needed by auditors
- X Revise and update a detailed procedures manual for use by department managers

Jake=s Elegant Dining & Spa

Deerfield, IL.

Hostess / Greeter

10/2002 to 6/2003

- X Made reservations, welcomed & greeted guests including foreign diplomats, VIP=s and miscellaneous celebrities
- X Wrote and designed updated menu including descriptions of all entrees, deserts and wines

Walt Disney World at Chicago

Naperville, IL.

Attraction Supervisor and Cast Member

Summers - 2001 & 2002

- X Trained and supervised 20 part-time employees in guest services
- X Coordinated employee work schedules, investigated and resolved discipline issues
- X Initiated and wrote a 20 page training and orientation manual for new part-time employees

COMPUTER Proficient with IBM PC=s, Windows XP & ME, MS Office Suite 2002, Excel , Front Page, Quark,
SKILLS Dreamweaver, HTML, Flash and Shockwave, various E-mail formats, and the Internet
LANGUAGES Fluent in spoken and written Spanish / English
HONORS & ACTIVITIES
Northeastern Illinois University

Vice President - Future Writers Club

Chicago, IL.

9/2003

- present
Y.W.C.A.
Academic
Scholarship

COMMUNITY

SERVICE **Irving Park Y.W.C.A.**
Volunteer Tutor - CORE Program

2002 - 03

Chicago, IL.

9/2001

- present

X Tutor 5th - 7th grade urban students in reading, writing, research methods and computer applications in a unique after-school program.