

Katherine Cox

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Education

Bachelor of Arts, English

Expected May 2017

Michigan State University, East Lansing, MI

- Honors College, Dean's List
- GPA: 3.88

High School Diploma

May 18, 2013

University of Illinois Laboratory High School Library, Urbana, IL

Work Experiences

Swim Lesson Instructor

Summers 2012-2013

Champaign Park District, Champaign, IL

- Jeff Ellis Swimming certified swim instructor
- Collaborated with other instructors to plan better lessons for the children.
- Received Swim Instructor of the Week award.
- Communicated with parents to address their child's progress in lessons.
- Spent time outside of the workplace planning successful lessons for students.

Library Assistant

Aug. 2012-May 2013

University of Illinois Laboratory High School Library, Urbana, IL

- Aided with the daily operations of the library.
- Processed new books for circulation.
- Shelved books.
- Found missing books and re-entered them in the system.

Activities

- Living In Great Harmony Together Bryan Hall Representative, East Lansing, MI
- Student hose, Day at State Program, East Lansing, MI
- Honors Students Actively Recruiting member, East Lansing, MI
- Volunteer, Champaign Public Library, Champaign, IL
- Volunteer, Habitat for Humanity, Clarksdale, MS
- Editor-in-Chief, Online Gargoyle, University Laboratory High School, Urbana, IL
- Volunteer, Carle Hospital, Urbana, IL

Skills

- Microsoft Office (Word, Excel, PowerPoint)
- HTML, CSS
- Adobe Indesign
- Typing speed: 53 wpm