

ADELINA RICHARDS

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School Address
201 Atherton Hall
University Park, Pa
16802

Permanent Address
135 Abbey Drive
Royersford, Pa
19468

OBJECTIVE

Seeking an internship involving the development of IT skills while serving others.

SKILLS

- Team Leadership/ Team Development
- Strong Interpersonal Skills
- Intermediate Proficiency in Spanish
- Efficient in Java Language
- Microsoft Office, Visio, Adobe Photoshop CS3, Google Documents

EDUCATION

The Pennsylvania State University

B.S in Security and Risk Analysis
Expected Graduation Date: May, 2016
GPA: 3.4/4.0

2012-Present
Currently in Sophomore Year
Major GPA: 4.0/4.0

Spring-Ford Senior High School
Graduated with Distinguished Honors

2008-2012
June 2012

EMPLOYMENT

College of IST

Learning Assistant

Helped to create lesson plans, graded homework assignments, entered grades onto ANGEL, and helped students understand the course material for IST 110S Information, People, and Technology

State College, Pa

2013-Present

The Attic

Team Member, Key Holder

In charge of sales, accounting, and buying items from customers and companies

State College, Pa

2013-Present

Kumon Learning Center

Teaching Assistant

Made lesson plans, taught preschool students how to read and write, entered information into the computer system, and managed center when the owner was on business trips

Royersford, Pa

2010-2013

Trinity Presbyterian Church

Vacation Bible School Director

In charge of recruitment, scheduling, web design, budget, decorations, and special event planning as well as leading the assemblies and teaching music and dance to all age groups

Berwyn, Pa

2013

HONORS AND AWARDS

- Schreyer Honors Scholar
- Limerick Historical Society Award for Excellence in History Recipient
- HACER Scholarship for the Advancement of the Hispanic Community

EXTRACURRICULAR ACTIVITIES

- Family Care Package Captain; Springfield THON 2012-Present
- SHO Time Mentor; Academic Committee 2012-2013