

JANE JACKSON

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QUALIFICATIONS

- Progressively responsible summer work experience in nonprofit organizations.
- Ability to complete tasks in a highly organized, efficient, and responsible manner; demonstrated effectiveness in providing leadership.
- Solid communication skills gained from experience in report writing and public speaking.
- Proficient in using a variety of computer applications including Microsoft Word, Access, Excel, PowerPoint, and various statistical packages for data analysis.

EDUCATION

B.A. Integrative Studies, Nonprofit Management, and Certificate in Leadership Studies, August 2001
George Mason University, Fairfax, VA, Overall GPA 3.4

Course work includes Public Personnel Administration, Public Budgeting and Finance, Computers in Public Management, Media Relations and Fundraising for Nonprofits, Foundations of Public Communication, Social Movements and Community Activism, Conflict Resolution and Transformation

ADMINISTRATIVE EXPERIENCE

Program Assistant, Fairfax-Falls Church United Way, Vienna, VA, August 2000-present

Work on a team to develop policies and guidelines for the solicitation of donations for United Way organizations. Contribute program ideas, tracking methods, and overall administrative support for projects. Supervise one student volunteer.

Administrative Intern, Volunteer Fairfax, Fairfax, VA, Spring/Summer 2000

Assisted intern supervisor with recruitment and placement of interns for the ExxonMobil Community Summer Jobs Program. Wrote job descriptions, advertised positions with local and regional universities, and facilitated placements. Successfully placed 35 interns during first year of program's existence.

Student Office Assistant, George Mason Drug Education Center, Fairfax, VA, 1998-2000

Provided information on services and programs to students, administrators, and faculty members via telephone and in person. Maintained usage statistics for office using Excel. Conducted research on the Internet regarding issues related to drug use at other universities. Courteously answered phones, greeted visitors, and scheduled appointments.

LEADERSHIP EXPERIENCE

Orientation Leader, George Mason University, Fairfax, VA, 1997-1999

Provided leadership and guidance to a group of 25 new students during New Student Orientation. Used knowledge of group dynamics to help students become acquainted and feel a bond with the university. Coached students on success strategies for freshman year.

Student Government Class Representative, George Mason University, Fairfax, VA 1996-1997

Represented the views of the sophomore class in the Student Government Association. Led a group of students in planning activities for a highly successful Parent's Weekend. Conducted a survey of 250 sophomores on satisfaction with campus life and presented findings to the University Life staff.