

FRANCINE ECONOMICS
4321 Stocks Drive, Baltimore, MD 21239
410-654-3210 * fecon1@umbc.edu

EDUCATION

University of Maryland, Baltimore County (UMBC) Baltimore, MD
Bachelor of Arts in Economics Expected May 20xx
GPA: 3.9; 20xx
UMBC Kaplan Scholar; 20xx Summer Session Scholarship recipient; Academic Honors

WORK EXPERIENCE

PMB, Baltimore, MD January 20xx-August 20xx
Corporate Communications Intern, 10-12 hours per week

- Serve as the Administrative Coordinator and project lead of PMB's first Habitat for Humanity Project with responsibilities including project design, outreach and management of expenses.
- Design and implement PMB's first online volunteer registration database using Microsoft SharePoint and Excel.
- Report to the members of the Corporate Communications team using graphical and spreadsheet tools to reflect volunteer participation rates, in addition to providing an in-depth analysis of data to monitor and enhance corporate volunteerism.
- Act as a liaison between PMB and Sandtown Habitat for Humanity.

Saxton and Gamler, P.A. Towson, MD July 20xx-September 20xx
Mediation and Arbitration Legal Assistant, 10-15 hours per week

- Organize and monitor confidential files awaiting Alternative Dispute Resolution.
- Communicate with involved Counsel by telephone and email regarding pertinent proceedings.
- Produce all correspondence between the firm and other Counsel as well as the Court.
- Manage a portion of the firm's daily accounting (accounts receivable and payable) as well as the firm's checking and escrow accounts, with weekly transactions totaling approximately \$3,000.

UMBC Office of Admissions and Orientation Baltimore, MD Summer 20xx
Orientation Peer Advisor

- Advised new students and parents about University and major requirements while also providing information about campus life and involvement.

ACTIVITIES AND MEMBERSHIPS

UMBC Student Government Association, Chief of Staff , Fall 20xx-Spring 20xx
House of Organizations Representative, Fall 20xx-Spring 20xx
Phi Sigma Sigma Sorority, UMBC, Member 20xx-Present
Alumnae Chairman, Fall 20xx-Spring 20xx
Sondheim Public Affairs Program, UMBC-Service learning component