

Shannon D. E. McPhee

Current Address (until May 1)
#420 – 425 115th Street East
Sacramento, CA 12345
Phone: (915) 555-9213

Permanent Address
935 Hawthorne Crescent
San Diego, CA 12345
Phone: (780)555-3094

Objective

To obtain a summer position that will challenge my growing skills as an educator and utilize my current knowledge of instruction and information services.

Education

University of California at Berkeley, College of the Arts (English), Sacramento, CA Sept. 1995-Present

Central Collegiate Institute, San Diego, CA Sept. 1992 – June 1996 (Honors Graduate)

Project Management/Coordination

- Supervise and act as liaison with Visitor Information Center staff (schedule staff, monitor hours of operation, delegate and/or complete opening and closing duties, train new staff members).
 - Plan, organize, direct staff and office activities associated with the Center (complete daily sales records, handle inventory control and consignment contracts, update and order current brochures).
 - Perform public relations activities reporting to the Board of Directors (complete records, quarterly newsletter, assist with and co-ordinate community projects).
 - Handle all operations of the Center, delegate tasks, monitor utilities used, order supplies and perform sales activities and information services .
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Instruction/Training and Event Management

- As assistant music director, for the San Diego Lions Band, assist band direction and conduction of all classes and performances. Provide support and encouragement to students.
 - Work backstage direction for the annual San Diego Festival of Dance (1995-1999).
 - Assist adjudication and session facilitation at the Kinsmen International Band Festival (1997-1999).
 - Held president position of Pond House Executive for V.P.R.A. and sat on the V.P.R.A. Central Executive (1998-1999), organized, coordinated and advertised all major events.
 - Held Vice President position of Pond House Executive for the Voyageur Place Residence Association (V.P.R.A.), coordinated and promoted events throughout the year (1997-1998).
 - Participated as an active member of the UCS Ballroom Dancing Club (1996-2000) and Campus Recreation Mixed Volleyball League (1999-2000).
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Work History

Visitor Information Center Supervisor, Tourism San Diego, San Diego, CA May 1999 – Sep 1999

Tourist Information Assistant, Tourism San Diego, San Diego, CA Summer 1997, 1998

Front Office Administration, Bradish Plymouth Chrysler, San Diego, CA Summer 1996, 1998

Assistant Music Director, San Diego Lions Band, San Diego, CA Sep 1995 – June 1996
