

Shelley Franklin

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OBJECTIVE:

Compassionate, enthusiastic, motivated young professional seeking internship within a victim's or women's advocacy organization.

EDUCATION:

West Chester University, West Chester, PA
Bachelor of Arts, Women's and Gender Studies
Current GPA: 3.42

Anticipated May 2021

RELEVANT COURSEWORK:

English Composition, Public Speaking, Body Politics: Gender, Culture and Representation, Intro to Women's Study and Gender Studies, Sexual Identity, Foreign Language

EXPERIENCE:

Intern: Planned Parenthood of West Chester, PA

February 2019 – May 2019

- Assisted nurses with patients during office hours
- Created and organized patient charts and maintained filing system
- Provided front desk coverage and office support including: phone calls, emails, and faxing
- Contributed to social media presence through Twitter, Facebook, Tumblr, Instagram, and YouTube
- Maintained professional and confidential service in line with agency's standards and best practices.

WORK HISTORY:

Babysitter: Various families in the West Chester area

April 2014 – Present

- Develop, nurture, and care for children from 6 months – 12 years in employer's home
- Prepare formula for infants and snacks and meals for toddlers/children
- Bathe and dress infants and children when necessary
- Provide afterschool homework assistance
- Organize and participate in activities such as games, crafts, outings, and exercise
- Maintain a clean and safe environment inside the home
- Communicate activities; including dietary and behavioral information to parents upon return
- Perform light housekeeping duties
- Provide local transportation to activities and birthday parties upon request

SKILLS, INTERESTS, AND ACTIVITIES:

Dependable, teamwork oriented, organized, strong communication skills, human rights, music, swimming, travel, scrapbooking