

Jennifer J. James

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Education

Barnard College, Columbia University, New York, NY
Bachelor of Arts expected May 2007
Major: Economics **Minor:** History
GPA: 3.45

Experience

- August 2005-present **Barnard College Office of Residential Life – Resident Assistant** New York, NY
- Provide peer counseling for over 70 first-year residents
 - Manage programming budget of \$1000 per year
 - Serve on-duty for 1000 undergraduates, respond to medical emergencies, supervise fire safety, and oversee hall services
 - Foster community environment emphasizing diversity
 - Trained in problem-solving skills for crisis management situations
- Summer 2005 **Klein & Associates – Marketing Intern** New York, NY
- Developed transitional market strategies for financial institutions after mergers and acquisitions
 - Helped devise new strategies for major banks
 - Verified customer reports to ensure accuracy of accounts
- Summer 2004 **Barnard College History Department – Research Assistant** New York, NY
- Researched and verified historical facts in published work
 - Critically reviewed and proofread historical atlas
 - Credited in acknowledgments of book
- Summers 2002 & 2003 **Kids Are Great Camp – Counselor** New York, NY
- Prepared daily lessons and evaluated campers
 - Assisted with activities including arts and crafts, drama, and sports
 - Supervised 40 girls, ages 9-17

Activities

- 2005-present **Columbia University Varsity Women’s Tennis**
- Captain
 - Athletic Council Representative
- 2004-present **New Student Orientation Program**
- Supervise 11 orientation leaders
 - Work with first-year students to make transition to college

Skills/Interests

Excel, Word, and PowerPoint
Conversational in Spanish, knowledge of French
Travel, reading, rock climbing, and cooking