

# SUSAN A. WHITFIELD

**Permanent:**

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**Present:**

567 Elmer Street  
Monmouth, OR 97351  
(503) 828-1834

**EDUCATION****Western Oregon University**

Bachelor of Arts, Biology, expected 05/2015

Minor: French

Overall GPA: 3.6

Curriculum Highlights: Cell and Molecular Biology, Organisms and Populations, Human Anatomy and Physiology, Microbiology, General Chemistry, Organic Chemistry, General Physics—Labs in Biology, Chemistry, and Physics—General Psychology, Developmental Psychology, Statistics.

Special Project: Took part in extensive e-mail exchange in French with a community resident.

**INTERNSHIP****Salem Hospital—Rehabilitation Unit, Salem, OR—5+ hours weekly (fall '12, spring '13)**

Offered encouragement to patients undergoing therapeutic regimens. Answered questions on procedures including use of exercise equipment. Observed a broad range of treatments.

**EMPLOYMENT****Automobile Association of New York, Melville, NY (summers '10, '11, and winter vacations)*****Customer Service Representative and Membership Recruiter***

Researched and outlined automobile trips utilizing computer and route books. Planned vacation itineraries. Received emergency road calls and expediently dispatched assistance. Successfully prospected new members. Trained and oversaw incoming employees.

**Brown Real Estate, Bayside, NY (spring '08-summer '10)*****Clerical Assistant***

Performed miscellaneous tasks such as responding to phone inquiries, data entry, maintaining client files, preparing mailings, and organizing literature.

**Rolling Hills Day Camp, Roslyn, NY (summer '08)*****Counselor***

Supervised routine of 4-year-old boys. Promoted growth of daily living and social skills. Resolved problems. Teamed with staff to arrange intergroup events. Communicated frequently with parents.

**CAMPUS/COMMUNITY ACTIVITIES****Phi Sigma Sigma National Sorority*****Secretary*** (Executive Board position)

Documented meetings and reported on proceedings. Consistently kept accurate and up-to-date records. Participated in revising chapter constitution.

***Special Event Assistant***

Collaborated with peers to plan and implement project supporting medical center in Israel.

**Vestal Hill Elementary School, Vestal, NY*****Mentor***

Provided an 8-year-old child with friendship, personal guidance, and help with classroom lessons.