

Jada Walker

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OBJECTIVE

Hard-working student with leadership and organizational skills seeking acceptance to internships, fellowship, scholarships and programs as a Public Relations major.

EDUCATION

- Pennsylvania State University(2022-Present)
- Louisiana State University (2021-2022)
- Tottenville High School, Staten Island, New York, September 2017-2021
- Law Program,2018–2021
- English honors Institute: (2017-2018)
- Advanced Placement: United States History,Computer Science

CLUBS, ORGANIZATIONS AND MEMBERSHIPS

- SING-Student Musical Production (2019-Present)
- My Sister’s Keeper Leadership Program (2020-Present)
 - Founder of “Roots” Club (2020-Present)
- Posse Scholarship Scholar (2021)

ATHLETICS

- Varsity Cheerleading Team (2020-Present)
- Junior Varsity Cheerleading Team (2019-2020)

COMMUNITY SERVICE

- Marketing Manager for Endless Blooms (2020-Present)
- Freshman Orientation (2019-Present)
- Making Strides Against Breast Cancer Walk(2019-Present)
- Babysitter(2017-Present)

WORK HISTORY

- Penn State Learning- Receptionist (Currently Employed)
- Summer Youth Internship Program, Virtually Employed(2020)
- Summer Youth Internship Program, Office Aide, CSI College(2019)
 - scheduling meetings and managing office supply inventories
 - making spreadsheets and organizing paperwork
- Receptionist,Edris Hair Salon(2018)
 - directing visitors to their destinations
 - sorting and handing out mail
 - answering incoming calls on multi-line telephones

SKILLS

Knowledge of Microsoft Word and Excel; proficient in coding

