

Jasmin Waites

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Greenville, SC 29615
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EXPERIENCE

Crosby Law Firm, Georgetown, SC — *Summer Intern*

Summer 2012, 2013, 2014

Answered telephone, filed invoices, typed, ran errands

Food Lion, Inc.- Pawleys Island, SC- *Sales Associate/Customer Service Rep.*

2012-2014

Assisted customers, bookkept, managed employee breaks, handled any customer complaints.

Blues Boulevard Jazz, Greenville, SC — *Hostess*

2015

Greeted and sat guests, bussed tables, organized front-end of restaurant

15th Judicial Circuit Solicitor's Office, Georgetown, SC — *Summer Intern/Law Clerk*

Summer 2016

Filed cases, ran errands, answered telephone, keyed Discoveries into computer

Bell Legal Group- Georgetown, SC - Summer Intern

Organized, scanned, and filed client medical records, ran errands, answered telephone, typed client diaries, called medical providers, communicated with clients

EDUCATION

Furman University, Greenville, SC

August 2013-Present

Bachelor's Degree in Communications Studies with a focus on Broadcast Journalism.

Coastal Carolina University

2013

Teacher Cadet college credit course taken senior year in high school.

SKILLS

Proficient with Microsoft Word, Excel, and PowerPoint and Internet

AWARDS

National Honor Society:
2011, 2012, 2013

BETA Club: 2011, 2012,
2013

Junior Marshall: 2012

Academic Honor Roll: 2009
- 2013

DAR Citizen Award: 2013

ACT Scholar: 2013

ACTIVITIES/INTERESTS

Girl Scouts of USA.

Alpha Kappa Alpha Sorority,
Inc.

Furman University Gospel
Ensemble
Ladies of Distinction Mentor
Group