

# Megan Duehring

5555 Colima Lane  
Huntington Beach

(714) 555-9772

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## Objective

To obtain an internship at a magazine

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## Experience

### Penny Westmen

Secretary

Lake Forest  
June 10, 2004 to July 27, 2006

- ◆ Filed documents and other sales records.
- ◆ Assisted subordinates and supervisors in identifying and resolving problems.
- ◆ Responsible for transferring data into the computer.
- ◆ Successfully put together presentations .

### Sunny Daniels

Beach Kids Supervisor

Huntington Beach, California  
June 21, 2006 to August 18, 2006

- ◆ Watched kids between ages of 5 and 7
  - ◆ Lectured on water safety
  - ◆ Set up and put away equipment
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## Education

Edison

Junior Year

Huntington Beach  
2004-2008

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## References

1 (949) 555-9050 Penny Westmen  
1 (714) 555-2865 Sunny Daniels

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### Hobbies:

- ◆ Played field hockey freshmen year to present
- ◆ Swam for the school swim team freshmen year to present
- ◆ Participated in the CIBACS program sophomore year to present
- ◆ Reads on free time
- ◆ Wrote poems, etc throughout the years

### Accomplishments:

- ◆ Made Varsity field hockey team
- ◆ Awarded second best speaker in presentation for CIBACS sophomore year
- ◆ Presented as most inspirational for JV swim sophomore year
- ◆ Won the group competition in CIBACS sophomore year
- ◆ Won a writing essay in middle school
- ◆ Always scored 5 out of 5 on writing prompts throughout middle school

### Other:

- ◆ CIBACS program
- ◆ Looked through pamphlets and thought of different designs
- ◆ Helped to create a whole new line of holiday candles
- ◆ Helped to take down survey of what kind of scents, etc. people enjoyed