

Elizabeth J. Fales

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East Lansing, MI 48823
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OBJECTIVE To obtain a position with Planned Parenthood Mid-Michigan Alliance as a community organizer.

EDUCATION *Michigan State University*, East Lansing, MI
BA in Professional Writing, emphasis in Writing in Communities and Cultures
Specialization in Women, Gender, and Social Justice
May, 2005; GPA: 3.74

EMPLOYMENT *Research Assistant* December 2004-April 2005
Family Care Research Program (FCRP)
Michigan State University School of Nursing

- Prepare presentations
- Revise manuscripts
- Maintain and edit references and research material

Desk Receptionist April 2003-present
Michigan State University's Holden and Wilson Halls

- Conduct sales and purchases
- Provide Customer service and clerical assistance

Day Care Provider and Assistant Pre-school Teacher Sep. 2000-Mar. 2002
Hastings Lake YMCA, Lindenhurst IL

- Supervised and tutored children in elementary math, science, and language arts
- Organized recreational and educational activities
- Arranged group activities and community participation events

SKILLS & ACCOMPLISHMENTS

- Early graduate, Michigan State University (graduation in 3 years)
- Outstanding Senior Award recipient, 2005
- Proficiency in the German language
- Comprehensive skills with Microsoft Office
- Non-profit grant project for A and S Dog Rescue
- Dean's List recipient: Spring 2003, Fall 2003, Spring 2004, Fall 2004, Spring 2005

ACTIVITIES

- Development intern for MARALPro-Choice Michigan (summer 2005)
- President, MSU Sexual Assault Crisis Intervention Center (2004-2005)
- Program Coordinator, MSU Sexual Assault Crisis Intervention Center (2003-2004)
- Volunteer, MSU Sexual Assault Crisis Intervention Center (2003-2005)
- Volunteer, A and S Dog Rescue (2003-present)
- Volunteer, Save-A-Pet (2001-2003)
- Master of Ceremonies, Senior Awards Night (2001)
- Participant, Student Ambassador Program, Lake County, IL; selected as one of 40 students to study in Australia (2001)
- Member, German National Honors Society (2000-2001)
- Member, German Club (1999-2001)
- Member, Freshman Advisory Council (2000- 2001)
- Member, Student Council (1999-2000)
- Volunteer tutor, Emmons Grade School (1999-2000)
- Volunteer, Teen court program (1999-2001)

References available upon request

