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JEAN LOUISE FINCH

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EDUCATION

Columbia University , New York City, NY Master of Arts, Women's Studies • 3.90 GPA	May 2010
George Mason University , Washington, D.C. Bachelor of Arts in English • 3.97 Major GPA Minor in Women's Studies • 4.0 Minor GPA	May 2008

WORK EXPERIENCE

Finch Law Associates Office Manager <ul style="list-style-type: none">• Research specific cases and write extensive notes used for preparation by lawyers• Maintain and coordinate personal and professional schedules for five lawyers• Provide customer service for all clients and possible clients• Write, edit, and maintain all digital properties (social media, website, blog)	June 2010 - present
Tutoring Plus Tutor <ul style="list-style-type: none">• Worked with students one-on-one to provide personalized, targeted tutoring• Organized and analyzed data for 24 different students over the course of the school year• Maintained certification by attending more than 100 hours of teaching professional development• Logged 1,000 hours of tutoring experience	2009 - 2010

VOLUNTEER EXPERIENCE

Maycomb PAWS, Inc.	2010 - present
Maycomb Baptist Church Food Pantry Coordinator	2009 - 2010
Our Song Mockingbird Choir Member	2009

AWARDS / PROFESSIONAL AFFILIATIONS

Praxis II: English Content Score of 199 • Certificate of Excellence
Phi Beta Kappa, Member
RDLE Outstanding 2010 Thesis Award
October 2009 Notable Tutor Plus Employee of the Month
Cecil Jacobs 2009 Scholarship Recipient