

Melissa Ann Lenzi

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Present Address
Bucknell University CC3357
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Education

Bucknell University, Lewisburg, PA
GPA: 3.59/4.0
Degree: B.A. Economics, Minors in Philosophy and Legal Studies, May 2003
Dean's List, Fall 1999, Spring 2000, Spring 2001, Fall 2001
Foreign Travel: Studied in an intensive language study program in Florence, Italy, through the Syracuse University in Florence Program, Spring 2002

Relevant Experience

Title Searching Agent, *Diamond Searches, Inc.*, Norristown, PA (Summer 2002)
• Researched mortgages and deeds from specific properties
• Prepared reports for title insurance companies and other clients concerning details about the properties (e.g. liens)

Assistant in the Satisfaction Department, *GMAC Mortgage Corporation*, Horsham, PA (June 2002)
• Gathered data for satisfaction reports

Litigation Support, *CBIZ Business Solutions, Inc.*, Bala Cynwyd, PA (Summer 2001)
• Inventoried case files and organized data prior to trials
• Processed tax returns
• Prepared Excel schedules
• Answered telephones and typed dictated letters

Leadership

Bison Volunteers, Bucknell University (Fall 1999 - Present)
• Volunteer at Lewisburg's Headstart Program, reading to and leading arts and crafts for a class of twenty children, ages 3 - 4

Pennsylvania State Education Association, Bucknell University (Fall 1999 - Present)
• Visit sick children at Geisinger Hospital
• Tutor at Mifflinburg Elementary and Middle schools for children in a variety of subjects, including helping recently immigrated Russian children with basic English skills

Kappa Kappa Gamma sorority, Delta Phi Chapter (Fall 2000 - Present)
• Scholarship Chair - Monitor continuing academic progress of members (Fall 2002)

Work Experience

Teaching Assistant for Management 101 (Present)
• Hold lab twice a week and office hours

Tennis Instructor, *Larry Hyde Tennis Camps*, Fort Washington, PA (Summer 2000)
• Taught strokes and organized drills and games for children ages 5-16 of varying ability

Student Calling Program, Bucknell University (Fall 2000 - Spring 2001)
• Worked two nights a week calling Bucknell Alumni, parents of Alumni, and parents of current students to encourage participation in and contribution to Bucknell's financial funds

Skills

Computer: Microsoft Office 2000 (Word, Excel, PowerPoint), Windows OS
Languages: 4 years of high school Latin, 3 years of high school Spanish, 2 college semesters of Italian

Honors

Alpha Lambda Delta National Honor Society (Fall 1999 - Present)