

DAVID JOHN BOUNDS

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EDUCATION

BOSTON UNIVERSITY. Brookline, Massachusetts
Bachelor of Arts, June 1999, English
Honors: *cum laude*, Dean's List
Activities: Resident Advisor
Intramural Soccer

EXPERIENCE

THE ALPHA GROUP. Washington, D.C. 6/98 – 8/98
Summer Intern
Worked as administrative assistant to Partner of political consulting firm.
Responsibilities included writing political copy, accounting tasks, preparing projects for client accounts. Worked extensively with MS Excel.

BUCKINGHAM, BROWN & NICHOLS. Belmont, MA 6/97 – 8/97
Lifeguard
Served as lifeguard at high school swimming complex. In charge of teaching swimming lessons to children and keeping employment records of all summer lifeguards.

BOSTON UNIVERSITY. Brookline, MA 8/97 – 6/99
Resident Advisor
Selected as Resident Advisor to 30 first-year students. Responsibilities included enforcing university policies, counseling students academically and personally, and arranging social events.

AWARDS

Golden Key National Honor Society
Phi Eta Sigma Freshman Honor Society
Resident Advisor Scholarship, Boston University

WRITING

Thesis: *Laboratory & Stage - Social Psychological Phenomena in Henry V* 1999

PERSONAL/SKILLS

·Travel ·Drama ·Soccer
·Proficient with MS Excel, Acrobat, MS Word, and MS Access