

## Susan H. Black

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- OBJECTIVE** To obtain an internship in the human resources field.
- EDUCATION** North Carolina A&T State University Greensboro, NC  
**B.A., Psychology**, May 2015 **GPA: 3.45**
- EXPERIENCE** Callands Law Firm & Legal Services, Inc. Charlotte, NC  
**Office Assistant** August 2009 – Present  
Prepare correspondence for various types of legal documents, and scheduling client appointments with the legal team. Ensure all tasks are completely accurately and in a professional manner, and perform other clerical duties as needed.
- YMCA Richmond, VA  
**Lifeguard** June 2005 – August 2007  
Supervised the general safety needs of patrons who utilized the center's swimming pool area. Ensured and enforced compliance with center rules, regulations, and policies, and completed reports for the building Director on a weekly basis. Utilized CPR certification to assist patrons as needed, and provided courteous service at all times.
- VOLUNTEER EXPERIENCE** Henry Elementary Lunch Buddy, Salvation Army, YMCA After-School Tutor, Big Brothers & Big Sisters, Sponsor-A-Toy Christmas Drive
- HONORS** NCA&T Dean's List (Fall 2011 – Present), Who's Who Among College and University Students, Chancellor's Executive Seminar Participant (2009), NCA&T Honors Program, YMCA Lifeguard of the Year (2006)
- ACTIVITIES** Psychology Club, University Council, Student Government Association
- COMPUTER SKILLS** Microsoft Office (Word, Excel, PowerPoint), Lotus 1-2-3, Internet Explorer
- REFERENCES** Available upon request