

Sarah Lynn Matthews

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Current Address (until 6/95)

Knox College, Box K-000
Galesburg, IL 61401
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Permanent Address

684 Michigan Avenue
Chicago, IL 60606
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Career Objective: A professional position in government focusing on international relations

Education: Knox College, Galesburg, IL
Bachelor of Arts Degree, June 1995
Major: International Relations

Career-Related Experience: **Intern**, Community Development, City of Galesburg, IL
Summer 1994

- Developed park and recreation survey
- Researched city ordinances and suggested improvements
- Designed brochures

Intern, Illinois Department of Revenue, Springfield, IL
June - August 1993

- Researched reconstruction of Illinois gaming acts
- Screened Illinois companies for tax filers and non-filers

Other Experience: **Receptionist**, Post Hall, Knox College, Galesburg, IL
September 1992 - Present

- Coordinated scheduling for all employees
- Enforced campus visitor policy
- Rented campus equipment to students

Switchboard Operator, Knox College, Galesburg, IL
September 1993 to Present

- Handled incoming calls for over 1,000 students and faculty
- Served as a troubleshooter for campus security

Volunteer Experience: **Volunteer**, Christian Appalachian Project, Mt. Vernon, KY
June - August 1994

- Supervised physically and mentally challenged kids and adults
- Oversaw activities planned for participants

Independent Research: "Religion and the United States," Knox College, Galesburg, IL
January - March 1995

- Conducted research on service missionaries in the United States