

Jared Kelly Hamilton

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EDUCATION: Texas A&M University, College Station, Texas
Bachelor of Arts in Economics
Minor in Business Administration
Graduation Date: December 2004

Courses include:

Managerial Accounting	Financial Accounting
Personnel Economics	Financial Economics
International Trade Economics	Financial Management
Labor Market Economics	Money and Banking
Economic Development	Business Law
Information Systems	Marketing

EXPERIENCE:

College of Architecture, Texas A&M University, College Station, Texas
Office Assistant, January 2002 to present.

- Give tours to prospective students and families of the Architecture Complex.
- Assist in course registration and scheduling for current students.
- Prepare and setup for events such as New Student Conferences and Graduation.
- Deliver/Pick-up documents to various departments on campus.
- Answer telephone, fax documents, copy files, and answer prospective student e-mails.

T bar M Camps, New Braunfels, Texas
Camp Counselor, May-August 2002.

- Responsible for 12 campers a week for a 12 week period.
- Monitored and ensured safety for each camper.
- Coached basketball, and motivated kids.
- Evaluated campers and progress throughout week.
- Assisted in opening and closing ceremonies.

Lynntech Inc., College Station, Texas

Office Assistant, August 2000 to December 2001.

- Assisted in preparing grants and documents, ensuring deadlines were met.
- Prepared conference rooms for meetings and presentations.
- Ran company errands to area businesses.
- Assisted with inventory and shipping/receiving department.
- Answer telephone, fax documents, delivered interdepartmental packages to the two campuses.

ACTIVITIES:

- Provided 50% of college expenses through working part time
- Upstream Freshman Bible Study, 2000-2001
- Big Event, Community Service, 2000-2004
- Younglife Brazos Valley, Team Leader, 2002-2003
- Impact Freshman Camp, Counselor, 2003
- Central Baptist Youth Ministries, Youth Leader, 2003-2004
- After Dark Outreach Committee, Volunteer, 2003
- Aggie Muster Committee, Muster Family Host, 2004
- Breakaway Ministries, Greeter and Volunteer, 2003-2004
- Aggie Intramural Teams, 2000-2004
- National Deans List, 2004