

**Jacqueline Swan**

San Francisco, CA 94121

**Summary**

- Excellent oral and written communication skills
- Computer-savvy with 80WPM typing speed
- Strong attention to detail
- Experience in efficient and unbiased data entry and management

**Education**

B.A. Degree in Environmental Studies, with a concentration in Environmental Sustainability and Social Justice 2010  
GPA: 3.2

*San Francisco State University, San Francisco, CA*

**Career History and Accomplishments**

Telephone and Field Interviewer, Ewald and Wasserman Research Consultants 7/1/2008 to Present

- Recognized for consistently completing higher than average numbers of interviews
- Refined oral communication skills through working with diverse demographics throughout the United States
- Performed data entry on Microsoft Excel and SPSS
- Trained in research methodology and informed consent practices

Program Assistant, Oceanic Society 10/1/2010 to Present

- Provided information and excellent customer service to the public about educational whale watching trips via phone and email
- Responsible for coordinating with ship captains and naturalists on all details of trips to ensure that they run smoothly
- Performed quality control of online and print materials available to public by proofreading and ensuring consistency of information

Tutor, Fog City Tutoring 8/27/2010 to Present

- Provided one-on-one tutoring to diverse students in grades K-12 in basic math, pre-algebra, algebra, geometry, writing, and grammar
- Evaluated students' strengths and weaknesses and developed customized, weekly lesson plans
- Cultivated deep understanding of basic mathematical concepts so as to be able to recognize real world applications and advance to more complicated problems with ease