

Kendra King

Education:

University of Rhode Island, Kingston, RI May 2012
Bachelor of Arts in History and Political Science
Completion of thesis: "Jacques Louise David: New Perspective on Nationalism"
Overall GPA: 3.97/4.0 Summa Cum Laude

Honors:

Francis C. Ward Scholarship 2011-2012
Inducted into Phi Beta Kappa 2011
Margaret Thomas Phi Alpha Theta Award 2011
Mrs. Lee Armstrong Scholarship 2010-2012
The RI High School Distinguished Scholarship 2008-2012

Legal Experience:

Victim Services Intern, **Attorney General's Office**, Warwick, RI Spring 2012

- Helped victims advocate gather and enter data, create arraignment and disposal letters, and file cases
- Communicated with victims to gain impact statements
- Learned how to respond to defense lawyers discovery questions under the supervision of the office paralegal
- Observed victim advocate conferences and gained overall knowledge of processes and procedures
- Observed the lawyers and judges in court proceedings and judge's chambers

Work Experience:

Trainer, **Panera Bread**, Providence, RI 2007-Present

- Teaches employees how to properly place and fill orders while providing excellent customer service
- Developed problem solving techniques while working in groups
- Takes initiative to learn new procedures such as catering

Tutor/ Mentor Intern, **W.Kingston Elementary and Compass School**, West Kingston, RI 2010-2011

- Assisted an elementary/middle school teacher with History and English lessons
- Provided individual assistance to students and created innovative lessons plans
- Acted as a role model , helped the students with any issues they faced (i.e. bullying or family problems)

Private Tutor, **Self-Employed**, Kingston, RI Spring 2011

- Instructed freshman proper studying techniques, time management, and writing skills

Teachers Assistant, **University of Rhode Island**, Kingston, RI Spring 2011

- Created weekly lesson plans that evaluated students' performances as interns
- Provided interns with proper guidance through e-mails and office hours
- Performed administrative tasks of making copies, taking phone messages, and filing papers

Computer Skills:

Proficient in MSWord, Power Point, Lexis Nexis, Internet research and E-mail; Knowledgeable in MS Excel/Access

Activities:

Lead Cumberland High School's mock trial team as co-captain and participated in CHS's varsity debate team

Portfolio available at: <http://kendraking.yolasite.com/>