

Mary A. Havell
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Career Objective

Paralegal

Education

University of North Carolina at Chapel Hill, NC
Bachelor of Arts, Political Science, May 2004
2nd Bachelor of Arts, School of Journalism and Mass
Communication- Public Relations
Cumulative GPA 3.18

Study Abroad in London, England, summer 20003

Honors

Member of National Honors Society
Deans List- Five Semesters
ACC Academic Honor Roll- Five Semesters
Selected as member of Division I National Academic
Squad by National Field Hockey Coaches Association

Activities

Member of UNC-CH Varsity Field Hockey Team
2000-2004
NCAA 2nd place Champions Fall 2000
Member of Championship-winning Southern Charm in the
2001-2002 United Airlines USFHA Summer League
Counselor for UNC field hockey camp Summer 2001-2003
Nanny for 12 year old girl and 10 year old boy Summer
2001-2002
Secretary for Drs. Fisher and Kanovsky May-June
2000-2003
Secretary for Dr. Thomas C. Havell Winter 2000-2003
Volunteer 3rd grade tutor at Seawell Elementary School Fall
2002
Volunteer field hockey coach for Carborro Recreation
Association Spring 2002
Volunteer for Adopt a Highway 2002-2004
Developed Public Relation Plan for ALS organization Fall
2003
Developed Public Relations Plan for Durham Relay for

Life Spring 2004

Computer Skills

Proficient in Microsoft Word, Windows 2000, SPSS, Power Point, Basic knowledge of HTML, Adobe Photoshop, Macromedia Dreamweaver

Skills

Working knowledge of written and spoken French