

Donald Whiteside

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7320 South 79th St.
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Objective A position that will utilize and expand my skills.

Education University of Illinois at Chicago
Liberal Arts & Sciences
Expected Graduation Date: May 2003
GPA: 4.3/5.0

Coursework English Composition I, II Topics in World History
Calculus I & II Management Information Systems I
Introduction Chemistry Introduction to Sociology

Experience

April '00 – present **Office of Admissions**, University of Illinois at Chicago, Chicago, IL
General Office Aide. Assist with filing, typing, running errands.
Processed payment vouchers.

April '99 – present **Mathematics Department**, University of Illinois at Chicago, Chicago, IL
Teaching Aide. Served as a math tutor for students. Conducted group study sessions on basic calculus concepts. Provided individual tutoring on intermediate calculus.

June '97 – March '98 **Jewel Food Store**, Chicago, IL
Clerk/Cashier. Handled cash register, balanced the cash drawer at the end of each shift, customer service.

Volunteer Work

May '99 – August '99 **University of Illinois at Chicago Hospital**, Chicago, IL
Patient Support. Visited with and read to patients in the hospital.

Skills

MS Office, Word, Excel, Access, Powerpoint
Comfortable searching and navigating the Internet

Activities

Alpha Phi Alpha Fraternity
Basketball

References available upon request