

Jessica Cates

Permanent Address: 2401 Kenilworth Drive Albany, GA 31707

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Education: Darton College, Albany, GA: 2006-7

- Associate of Arts in Fine Art
- Graduated magna cum laude

University of Georgia, Athens, GA: 2007-present

- Fabric Design concentration
- Current GPA: 3.9
- Collaborated in classes with Susan Hable from Hable Construction, Jennifer Crenshaw, Liz Collins and Piper Shepard

Work Experience:

Bookkeeper, EarthFare, Athens, GA: 2007-present:

In addition to regular cashier responsibilities, I am in charge of all bookkeeping duties at a local health food store, including counting and declaring safe and cashier till amounts, reconciling tills, handling all monetary deposits and change orders coming to and from the store, etc. I act as customer service representative, i.e., overseeing all returns, exchanges and refunds. I also lead a team of cashiers and supervise break schedules.

Assistant, Rabbi Dana Evan Kaplan, Temple B'nai Israel, Albany, Georgia: 2007:

Acted as an editor and typist for Rabbi Kaplan's most recent academic book, *The Transformation of American Judaism*, for Columbia University Press. Responsibilities included typing dictation, editing for clarity, contacting publisher and agents, emailing other academic writers and peers for advice, etc. Also helped the Rabbi to outline and edit his lesson plans for weekly classes for the Seigal College of Judaic Studies. Since he is an active rabbi, I also aided in some of the administrative aspects of running the temple, such as layout of the synagogue's yearly calendar, among various other chores.

Constituent Assistant, Georgia State Senator Michael S. Meyer von Bremen, Albany, GA: 2006-8:

Responsible for ensuring the smooth operation of Senator Michael Meyer von Bremen's Albany office. Handled all postal and electronic correspondence, as well as telephone calls from constituents, government officials, etc. Aided in solving constituent issues, or directing them toward the appropriate governmental agency or office, as well as applying for grants or other forms of assistance. Wrote letters of congratulations, regret, and appreciation. Also attended local events in representation of the Senator.

Honors & Activities:

- Hope Scholarship, recipient 2006-present
- Dean's List, 2006-present
- Phi Theta Kappa honor society, 2006-present
- "Best in Show" 2007 Emerging Artists Show, Albany, Georgia
- Selected for 17th Annual Art in Gadsden juried exhibit, 2007, Quincy, Florida
- Harold and Sara Weatherbee Fine Arts Scholarship, recipient 2006-present
- Fabric Arts Society, Treasurer

Please contact for references.