

# NAME

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## Profile

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## Experience

### Human Resources Intern - Company / Location

MONTH YEAR - Present

- **Job Description:** Assisted the Human Resources manager in all his competencies, including coordinating interviews, answering inquiries, collecting and organizing employee information, and more.
- **Results:** Coordinated 80 interviews, organized data for 40+ employees, and created and updated 20 job ads across multiple job boards.
- **Additional Competencies:** Assisted with basic managerial and office tasks, including document creation and reproduction, data entry, and more.
- **Other:** I led a team of three other interns throughout the program.

### Student Advocate - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Provided advocacy and mentorship services to students at the University of Rhode Island for three years.
- **Results:** Resolved students' questions about campus housing, billing, class registration, scheduling, and more.
- **Additional Competencies:** Scheduled and coordinated events to help students learn more about university financial aid and student housing options.
- **Other:** Worked over 20 hours per week while maintaining a full-time class schedule and working part-time at a restaurant.

### Project Experience

- **Career Club Founder:** Founded and managed the Career Club on campus and grew it to include over 60 members of the student community and three support staff members.
- **Voter Registration Efforts:** Coordinated and managed over 30 voter registration drives throughout the last election, registering over 10,000 voters.
- **Advocacy:** Volunteered with local organizations to promote voter education and ballot literacy among traditionally marginalized communities.

## Education

### Bachelor of Arts in Human Resource Management - University of Rhode Island

MONTH YEAR

- GPA: 3.89

### High School Diploma - Nantucket High School

MONTH YEAR

- GPA: 4.0

## Skills

### Expertise

- Passionate and empathetic
- Organized
- Data-driven
- Creative
- Attentive

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified in Organizational Behavior
- Certified in CPR/AED
- Certified in Microsoft Office