

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

A passionate, highly motivated student seeking an opportunity to leverage my interpersonal skills and dedication to Greek life as a chapter president.

## Experience

### Human Resources Intern - Company / Location

*MONTH YEAR - Present*

- Job Description: Served as an intern in the HR department of a large software company that serves Fortune 500 businesses and organizations.
- Results: Received 5/5 on performance evaluations, increased participation in HR surveys by 20%, and increased participation in healthcare plans by 7%.
- Additional Competencies: Introduced new healthcare plans to employees and deployed a new survey method that increased participation.
- Other: Received an award from the organization and was offered a full-time position.

### Writing Center Manager - Company / Location

*MONTH YEAR – MONTH YEAR*

- Job Description: Served as the manager of the school's writing center three years in a row, provided tutoring and led workshops, managed a team of seven instructors, and planned and executed events.
- Results: Improved attendance by 46%, contributed to a 97% approval rate, and improved employee retention rate by 35%.
- Additional Competencies: Planned and executed campus-wide events, managed budget and payroll, and collaborated with other clubs and departments to improve student outcomes.
- Other: Implemented a new protocol for tutors to adopt while working with students, improving average English GPAs by .45.

### Project Experience

- President of High School Senate: Served as the president of the senate at my high school of over 500 students.
- Senator: Served as a school senator during my first-year, third-year student, and senior years in high school.
- Coaching: Coached a girl's soccer team for six years through high school and college.

## Education

### Bachelor of Science in Psychology - University of Colorado

*MONTH YEAR*

- GPA: 4.0
- AWARD
- AWARD

### Study Abroad - Jordan

*May 2009*

- GPA: LIST
- Worked part-time in a behavioral health clinic for refugees.

### High School Diploma - Boulder High School

*May 2009*

- GPA: 4.0
- Made the Dean's List.

## Skills

### Expertise

- Initiative
- Collaboration
- Event planning and conducting meetings
- Problem-Solving and Critical Thinking
- Hard-working

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified in Microsoft Office and Google Suite
- Certified CPR/AED
- Certification in Event Management