

NAME

TITLE

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

Profile

Dedicated graduate student seeking to bring my communication, negotiation, and management skills to a full-time sorority recruitment position at Kansas University.

Experience

Student Ambassador - Company / Kansas University

MONTH YEAR - Present

- Job Description: Acted as a student ambassador for the junior and senior classes, providing students with practical experiences and resources needed to thrive.
- Results: Received a 95% approval rate and 94% of the vote, was re-elected twice, and reduced transfer rate by 3%.
- Additional Competencies: Acted as a liaison for prospective students and led and managed campus tours and information sessions.
- Other: Founded a student support network for students struggling with mental health issues and founded a financial literacy club to aid students in developing crucial skills.

Social Chair - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Acted as the social chair for my sorority in college, preparing a social calendar and navigating the approval process, coordinating all chapter events, and managing a team of three sorority sisters.
- Results: Improved event attendance by 40%, was re-elected twice and cut the budget by 14% yearly.
- Additional Competencies: Planned at least two monthly socials and three major, multi-day events.
- Other: Served in this position while managing a part-time job and a full-time academic schedule.

Project Experience

- President of Dance Club: Acted as the president of the Dance Club for two years and oversaw all club responsibilities, including board meetings, event planning, and more.
- Greek Liason: Acted as the interim liaison for Greek organizations at Kansas University for six months while the liaison was on leave.
- Freelance Event Planning: Working as a freelance event planner, and have organized and managed over 60 successful events.

Education

High School Diploma - Trinity School

MONTH YEAR

- GPA:3.9

Bachelor of Arts in English - Kansas University

May 2009

- GPA: 3.98

Master of Arts in Communication - Kansas University.

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Personable and friendly
- Creative problem-solver
- Marketing strategies
- Decision-making and management
- Advocacy and negotiation

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified in Negotiation Tactics through Harvard University
- Certified Event Planner
- Certified Yoga teacher