

Jane Doe

PERMANENT ADDRESS

8555 Street Dr.
Center, MI 49315

(555) 555-5922 ~ Jane.Doe@hope.edu

TEMPORARY ADDRESS

297 Street Ave. Holland,
MI 49422-23

Education

Hope College – Holland, MI

[Expected Graduation: December 2016]

- Bachelor of Arts in Psychology
- Bachelor of Arts in Social Work
- 3.55 GPA

Honors: Dean's List (5/7 semesters)

Coursework

Social Work & the Family, Human Behavior & the Social Environment, Social Work with Diverse Populations, Social Policy, Social Work Interviewing, Developmental Psychology, Social Psychology, Behavior Disorders, Cognitive Psychology

Experience

Event and Conferences Office (ECO) Assistant, ECO (Hope College) – Holland, MI

[2014-present]

- Administer excellent customer service, work with EMS in reserving spaces
- Communicate effectively amongst various Hope College offices and arrange logistics for a wide variety of events

Circulation Desk Student Assistant, VanWylen Library (Hope College) – Holland, MI

[2013-present]

- Provide customer service, answer phone calls to the Circulation Desk
- Organize and re-shelve books/videos and assist in book and video check-outs

Orientation Director, Student Development (Hope College) – Holland, MI

[Jan. 2015-Aug. 2015]

- Planned and coordinated Orientation for 900 new students
- Marketed to new students and their families, coordination with other campus offices
- Led and trained a team of 29 Assistant Directors in administrative and organizational roles

Intern, Windmill Island – Holland, MI

[Jan. 2015-May 2015]

- Office organization, event coordination and management

Event and Conference Coordinator, ECO (Hope College) – Holland, MI

[May 2014-Aug. 2014]

- Coordinate logistical and administrative arrangements with various summer conference groups for over 5,000 people
- Responded to the needs and requests of summer conference participants at all times

Server, Orange Leaf Frozen Yogurt – Holland, MI

[May 2013-August 2013]

- Prepared food for customers, ensured store cleanliness, and operated cash register

Languages / Computer Skills

Spanish – Moderate (5 years of study – 2008-2013)

Event Managing Systems (EMS), Microsoft Suite, Basecamp/Asana – Office Organizational Sites

Campus Activities

Student Activities Committee – Core member, Music – Gospel Choir, Nykerk Cup Competition (Pianist), Dance Marathon – Morale Support