

# 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