NAME

3690 East Avenue • Rochester, NY 14618 (585) 385-8000 • astudent1234@sjfc.edu

SUMMARY

Professional and personal interest in global cultures, human rights and advocacy. Strong customer service skills gained through employment experience. Time management, organization and communication skills enhanced through academic courses. Conversational in Spanish.

EDUCATION

St. John Fisher College, Rochester, NY **Bachelor of Arts in International Studies**

Anticipated May 2012

Minor in Women and Gender Studies

GPA: 3.2

RELATED COURSES

Introduction to International Studies World History
World Politics World Religions
Introduction to Microeconomics World Cultures

VOLUNTEER EXPERIENCE St. John Fisher College, Rochester, NY

Fall 2009-Present

Volunteer, multiple community service projects

- Working with others at the Open Door Mission, sort through clothes, toys and products donated to the organization (Fall 2008-Present)
- Tutored a third grade child in mathematics for Saint's Place Tutoring (2009)
- Participated for one day with Habitat for Humanity assisting the team with constructing a home for a deserving family (Fall 2008)

EMPLOYMENT

St. John Fisher College, Rochester, NY

Fall 2010-Present

Study Abroad Office Assistant

- Answer basic student questions regarding study abroad opportunities and program differences
- Manage student applications to a variety of overseas opportunities

Applebees, Rochester, NY

May 2010-Present

Hostess/Waitress

- Answer customer questions about menu items in a fast-paced restaurant environment
- Train new staff members as needed
- Utilize internal computer system to record orders and print receipts

ACTIVITIES

Member, Intramural Soccer Team

Fall 2010-Present

COMPUTER

Microsoft Word, Excel, PowerPoint, Outlook

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EDUCATION

St. John Fisher College, Rochester, NY Anticipated May 2013

Bachelor of Arts in International Studies, Minor in Writing

GPA: 3.4

Study Abroad: University of Richmond, London, England Spring 2012

RELATED EXPERIENCE

United Way of Greater Rochester, Rochester, NY

Fall 2012-Present

Event Planning Intern

- Serve as a liaison for Volunteer Connection and Youth Day of Caring
- Identify and develop a target list of organizations and schools to be contacted Assist with the creation of promotional materials including flyers and cover letters to advertise the event
- Visit or contact current people registered with the Volunteer Connection to determine their satisfaction rate.
- Contact potential organizations interested in being part of the Volunteer Connection and explain the benefits of being involved

St. John Fisher College, Rochester, NY

Spring 2012-Present

Resident Assistant

- Develop floor specific programming to engage residents within the college and surrounding community.
- Collaborate with building and campus staff to provide events and programs of interest to students.
- Secure venues, speakers and work within programming and event planning budget.
- Provide student support including community building, policy enforcement, conflict resolution and mediation for a residence hall floor of up to 68 students.
- Mentor and collaborate with students in developing their skills to manage college life; Identify a variety of helpful resources for students.
- Demonstrate ability to work with people from diverse backgrounds and ages.

WORK EXPERIENCE

Gap, Inc., Victor, NY

September 2009 - Present

Sales Associate

- Provide excellent customer service in a fast paced environment including sales, register, fitting rooms, and stock.
- Demonstrate merchandising skills; collaborate with managers on store design and product placements.

COMPUTER

PowerPoint, Word, PageMaker, Photoshop, Excel, Social Media applications.