

First Last Name | 412 West Huron Street Apt. 2 | Olean, NY 14760

(607) 123-4567 • name17@bonaventure.edu

EDUCATION

St Bonaventure University | St. Bonaventure, NY

Bachelor of Arts | English major | History minor | December 20xx

GPA: 3.9/4.0 • University Presidential Scholarship recipient

Thesis:

“An Alliteration of Themes: A Focused Analysis of Specific Literary Themes in American Realism”

RELEVANT EXPERIENCE

Writing Tutor | The Student Success Center, St. Bonaventure University | St. Bonaventure, NY

January 20xx-August 20xx

- Guided students through the development of written works, including research papers across all academic disciplines, as well as personal statements for graduate school applications
- Provided assistance with content generation, research methods, grammar, organization and diverse styles of citation
- Tutored 8-10 students per week
- Documented student progress in each tutorial for Center records

Research Assistant | St. Bonaventure University | St. Bonaventure, NY

September 20xx-May 20xx

- Collaborated with English professor, Dr. Celia Watkins, on research projects, gaining extensive experience with academic databases and the critical analysis of scholarly articles
- Assisted in the editing of journal articles and conference presentations
- Performed grading tasks for a class of 34 undergraduate students

PRESENTATIONS

- Douglas, M. & Watkins, C. (20xx, June). *American consciousness examined through short story writing*. Annual Seminar on American Literature sponsored by the Center for American Studies, Washington, DC.
- Douglas, M. (20xx, April). *Writing creatively through the journaling experience*. St. Bonaventure University Undergraduate Research Colloquium, St. Bonaventure, NY.

EMPLOYMENT

Administrative Assistant | Weinstein, Ludwig, and Carl, LLP | Pittsburgh, PA

June – August, 20xx - present

- Conduct legal research and draft Memoranda of Law for attorneys and clients
- Compile documentation packages for file and service
- Greet clients and screen and route calls appropriately

Resident Assistant | Student Affairs Division | St. Bonaventure University, NY

August 20xx – present

- Develop academic and social programming for 38 undergraduate residents
- Enforce institutional policies and procedures
- Mediate conflict and work to build a cohesive and respectful living environment for residents
- Demonstrate the ability to work effectively and professionally in unexpected situations

SKILLS

- Proficient in Microsoft Office Suite 20xx; Adobe Photoshop; SPSS statistical software and academic research tools and procedures
- Creative problem solver with strong attention to detail
- Excellent communication, interpersonal and customer service abilities