

Name

Address 973-000-0000 name@cse.com LinkedIn.url

~ **Graduating sociology major with a passion for helping women and children. Excellent academic performance. Bilingual: English and Spanish ~**

Noted pre-professional with a history of working for, and caring about, women and their communities. Strong interest in supporting Jersey Battered Women's Shelter with both office and client services. Commendations for interpersonal skills and abilities. Excellent team member as demonstrated by high ratings on performance reviews and coach commendations.

EDUCATION, HONORS & CERTIFICATIONS

BA, Sociology Minor Psychology – Anticipated May, YR- The College of Saint Elizabeth, Morristown, NJ
GPA 3.9/4.0 ~ Honors Program Participant, Fall, YR-Present ~ CPR/AED Certified, American Red Cross, YRS
- Title IX Training Certificate - YR

RELATED EXPERIENCE

OASIS Paterson, NJ M/Yr-M/Yr

Recreation Assistant

Responsible for working with a team to provide daily care for women and children in transition situations in both part-time (academic year), as well as full-time (summer) positions. Assisted with intake meetings and follow-up record keeping. Helped clients conduct job searches and resume writing/applications. Engaged children in a variety of fun and educational activities. Prepared meals, assuring compliance with dietary restrictions. Noted for:

- Excellent interpersonal skills when working with clients as well as co-workers, while maintaining appropriate, professional boundaries.
- Ability to quickly learn necessary information and procedures and follow all protocols.
- Strong skills in reading/interpreting documents for clients.

LANGUAGE & TECHNICAL SKILLS

Bilingual – Fluent in reading, writing and interpreting in both English and Spanish.

In addition to interpreting in the workplace, provided interpretation for XYZ organization, City, NJ for a three-month period.

Microsoft Word, Excel, PowerPoint, Outlook, SPSS.

Familiar with the use of social media for professional purposes.

CAMPUS ENGAGEMENT & LEADERSHIP

XYZ Club College of Saint Elizabeth M/Yr – M/Yr

President (YR-Elected Position) **Treasurer** (YR-Elected Position)

During leadership tenure, increased membership by 20% by providing.... Established networking connections with xxxx Working with a team of peers and staff, developed new marketing ideas for *Take Back the Night* resulting in increased attendance at the event. Noted by faculty advisor and club membership for

WORK HISTORY

XYZ Diner City, NJ M/Yr – M/Yr

Server

Provided general services to customers. Commended for excellent work ethic. Customer survey results were consistently at highest level.