**[Name]**

## Street Address Phone

City, State Zip Email

**Education**

**Undergraduate Institution,** City, State Graduation month/year Undergraduate degree, Cumulative GPA

Major/last 60 hour GPA *(optional)*

*If you hold more than one undergraduate or graduate degree, please include every degree*

Academic honors/achievements

# Work/Internship Experience

*Include all professional work experiences, including full and, part-time, internship, and military service* **Organization’s name: Location** Starting month/year – Ending month/year ***Title***

* Describe the knowledge, skills, or abilities you used, enhanced, or developed doing this job
* Each bullet should tell the reader what you did, why you did it, who for, or results
  1. **Youth Service: Austin,** **Texas** *Extension Specialist*

May 2021 – Aug 2021

* + - Researched and assessed options for youth programs in surrounding areas.
    - Guided staff development for teachers and volunteers.
    - Created curriculum and evaluation tools for local 4-H centers.

**International Experience** *(if applicable)*

*Include any study abroad, mission trips, living overseas, international travel, and dates completed*

### Bissolti Youth Camp: Cremona, Italy

#### Project Coordinator Intern

August 2018 - July 2019

* + - Developed intergenerational sport training program for youth and elders. This program focused on athletes of all ages having an equal opportunity in sports participation.
    - Designed an incentive-driven challenge to encourage young athletes to meet bi-annual athletic goals that elders in the program can assist with throughout the year.
    - Created a Gioventu 3 on 3 inaugural basketball tournament. Proceeds directly benefiting summer programming scholarship funds.

**Study Abroad: *Berlin, Germany Freie Universität Berlin***

August - December 2017

* + - Studied German through Advanced Academic Writing and Youth Development course.
    - Completed three additional courses, all taught in German

**Related/Highlighted Coursework** *(optional)*

*If lacking content or other experiences, list courses related to your intended field of study and your grade*

* + - List the course name, not the course number, to a max of 10 courses - Grade

**Applied Class Projects/Activities** *(optional) Include any relevant academic projects or research to highlight some acquired skills*

### Nonprofit Sector Housing and Development- Foundations of the Nonprofit Sector

Spring 2018

* + - Explores non-profits in Texas that are involved in affordable housing. It explores state funding going to these organizations and compares that to factors such as location, age, size of the organization, poverty rates, amongst other variables in order to ascertain a more complete image of the relationship between these organizations and the state.
    - We chose to look only at nonprofit organizations that were classified as L20 by the National Center for Charitable Statistics (NCCS). This is because it was the only classification specifically focused on affordable housing.

# Skills and Certifications

## **Language:** Language- Current speaking ability (beginner, intermediate, advanced, fluent)) Example: German- fluent, Spanish- intermediate, Italian- beginner

**Software:** List relevant software by name

## Example: Microsoft Word, PowerPoint, Excel, Stata, Creative Cloud, Canva

**Certifications:** Highlight any relevant clearances *(optional)*

## Example: ACCT Level 1, CWI, AED-CPR, WFA

**Leadership, Service, Organizations, and Honors**

*Include experiences and awards you wish to highlight; list does not have to be comprehensive*

# Organization’s name: Location

#### Role / Title – hours served per week/month/semester

**Fundraising Volunteer in Bryan, TX**

*S.H.I.P – 6 hours per month*

**Centenary Maroon Jackets***President* ***–*** *15 hours per month* *Member - 10 hours per month*

**Fellowship Christian Athletes Youth Camp Camp Rio Program Assistant**

*Team Leader –15-20 hours per month*

*Member* **–** *10 hours per month*

Starting month/year – Ending month/year

August 2018 - present

August 2016 - May 2017

August 2015 - May 2016

Summer 2016

August 2015 - March 2016

August 2014 – May 2015

### Rock Valley Career Services’ Intern of the Year May 2015

**Scholastic Excellence in Operations Management at Rock Valley** Spring 2014