

# Name

name@live.com

Cell: (000) 000-0000

Present Address  
600 West Walnut Street  
Danville, KY 40422

Permanent Address  
123 Jones Street  
City, State 00000

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**EDUCATION:** **Centre College**, Danville, Kentucky  
Bachelor of Science in Economics and Government  
Expected Date of Graduation, May 2015 GPA:  
**Honors:** Colonel Scholarship, Bonner Scholars Program

**XYZ Christian Academy**, Bear, Delaware  
Graduated, May 2011 GPA:  
**Honors:** Valedictorian, Fine Arts Scholarship in Music, and Legacy Awards in English, Social Studies and Drama

## WORK

**EXPERIENCE:** **Bonner Project Coordinator and Community Liaison**, City of Danville, Danville, Kentucky, January 2012 to Present

- Organized watershed awareness campaign for Danville and surrounding area
- Reviewed and created spreadsheets to address budget shortcomings in city cemeteries
- Streamlined expenditure information in Excel workbooks concerning city water and wastewater treatment

**Sales Floor Leader**, Family Christian Store, Newark, Delaware, June 2010 to December 2011

- Managed store operations, including opening and closing procedures, personnel and maintenance
- Tracked daily sales reports and metrics goals
- Prepared beginning- and end-of-day finance reports
- Met customer needs concerning product pricing, availability, shipping and location in a polite, professional and expedient manner
- Kept a high standard of organization concerning aesthetic appeal and accessibility of product for the customer

**Senior Camp Counselor**, Cathedral Choir School, Wilmington, Delaware, Summer 2011

- Coordinated and executed indoor and outdoor activities for campers both on- and off-site
- Compiled and analyzed expense and supply reports for the Camp Coordinator
- Assisted transportation personnel, food service workers and academic and fine arts specialists with their activities within the camp
- Mentored campers and stressed the importance of good work ethic, respect, personal responsibility and positivity
- Selected, trained, and supervised three Junior Counselors. Provided them with opportunities to take on leadership roles in the classroom

**ACTIVITIES:** **Secretary of Finance**, Student Government Association (SGA) 2012-present

**Elected Member**, SGA Finance Committee, 2011-present

**Alumni and Public Relation Chair**, Delta Kappa Epsilon Fraternity, 2012-present

**Executive Board**, Centre College Republicans, 2011-present

**Auditioned Member**, Centre Singers, 2011-present

**Selected Member**, Bonner Scholars Program, 2011-present

**VOLUNTEER:** **Volunteer**, Trinity Church, Danville, KY

**Bonner Volunteer**, Soup's On Us, Danville, KY

**Bonner Volunteer**, Harvesting Hope Food Pantry, Danville, KY

**Music and Drama Assistant**, Red Lion Christian Academy, Bear, DE

**Festival Worker**, St. Anthony's Church Italian Festival, Wilmington, DE

**Activities Assistant**, Ingleside Nursing Home, Wilmington, DE

**Teacher**, St. John's Church Vacation Bible School, Newark, DE

**SKILLS:** **Computer:** Microsoft Word, Excel, PowerPoint, and Outlook; Mozilla Firefox, Safari  
**Office:** Proficiency in use of office equipment such as printers, copiers, and scanners  
**Language:** Functional knowledge of Spanish language