



ADDITIONAL SECTION TOPIC EXAMPLES

LEADERSHIP AND ACTIVITIES

Cross Country and Track (2005 – Present; Division III Varsity Athlete)

Independent Women's Service/Social Organization (2005 – Present)

- Executive Board Member: attended monthly meetings, upheld and enforced policies, oversaw various committees.
- Service Chair: encouraged organization members to participate in numerous service-oriented programs including Boys and Girls Club.
- Homecoming Committee Co-Chair: coordinated with co-chair group participation in homecoming festivities. Motivated members.

Student Government Association (2003 – 2006)

Service Trip to Augusta, GA (2006)

- Contributed to the building of a house for Habitat for Humanity

HONORS AND AWARDS

Dean's List

St. Norbert College Trustees Academic Scholarship

Midtown Lions Club Scholarship for Service

Outstanding Senior in Spanish Award

SKILLS

- Able to quickly establish rapport with students and staff.
- Possess strong written and verbal communication skills.
- Comfortable in both individualized and team settings.

TECHNOLOGY SKILLS

- Familiar with Mac and PC
- Proficient with Microsoft Office, iMovie, iPhoto, Inspiration, Zangle Gradebook, and web design

PROFESSIONAL DEVELOPMENT

- Virtus Training: Learned to recognize warning signs of sexual abuse and communicate concerns
- Project WILD, Aquatic, and Project Learning Tree Workshop: Learned various ways to facilitate environmental learning and motivate students in the field of science