

Jane M. Rodriguez

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Education	University of Connecticut, Storrs, CT <i>Bachelor of Arts, Psychology, December 20XX</i> Track: Honors; Minors: Political Science, Sociology; GPA: #.##/4.00; Dean's List, Spring 20XX Honors Thesis: "The Effects of Parental Depression and Cognition on Child Behavior"
Study Abroad Experience	University of Granada, Granada, Spain <i>Study Abroad Participant, January 20XX-May 20XX</i>
Honors	Honors Program, 20XX-Present Mortar Board, 20XX (national senior honorary) New England Scholar, 20XX-20XX (awarded for GPA of 3.7 or higher for academic year) Nutmeg Scholar, 20XX (full tuition scholarship for exceptional achievement)
Research Interests	Developmental, Social, and Abnormal Psychology; Learning and Cognition; Personality; Motivation and Emotion
Research Experience	Department of Psychology, University of Connecticut, Storrs, CT <i>Student Research Assistant, August 20XX-Present</i> <ul style="list-style-type: none">• Research and compare study skills of first-year undergraduate and first-year graduate students to analyze the effects of certain study habits on GPA• Screen participants and distribute various surveys to students who qualify• Collect data and input into Microsoft Excel spreadsheets to ensure effective and appropriate analysis of data
Publications	Callen, S.D., Ford, H.P., & Rodriguez, J.M. (20XX). The difference in study skills of first-year undergraduate and graduate students. <i>Journal of Applied Psychology</i> , 93, 112-134.
Leadership	University of Connecticut, Storrs, CT Psi Chi (national honor society in psychology) <i>President, January 20XX-Present; Member, April 20XX-Present</i> <ul style="list-style-type: none">• Oversee and coordinate monthly meetings of 50+ psychology student members• Schedule professionals to speak to members about career options in the psychology field Latino Student Association (LSA) <i>Vice President of Membership, January 20XX-December 20XX; Member, August 20XX-Present</i> <ul style="list-style-type: none">• Recruit students to join organization through effective social media and print marketing methods, resulting in a 20% increase in new members• Educate new members about LSA's mission and activities, suggesting areas of future involvement Student Support Services <i>Peer Advisor, August 20XX-May 20XX</i> <ul style="list-style-type: none">• Advised six first-year students with the transition into college life by providing academic support and knowledge of campus resources
Volunteer Experience	The Hole in the Wall Gang, Ashford, CT <i>Camp Counselor, June 20XX-August 20XX (Summers)</i> <ul style="list-style-type: none">• Provided arts, sports, and learning activities for a group of 10 youth, ages 7 to 8, diagnosed with life-threatening illnesses or conditions
Additional Experience	Willington Pizza, Willington, CT <i>Waitress, March 20XX-Present</i>
Computer Skills	Microsoft Word, Excel, PowerPoint, Access, SPSS

Abigail Stevens

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Education:

University of Connecticut, Storrs, CT

Bachelor of Arts, Major: Political Science; Minors: Criminal Justice, Sociology, May 20XX

Overall GPA: #.##/4.00; Dean's List Spring 20XX; New England Scholar 20XX, 20XX

Korea University, Seoul, Korea, Study Abroad Participant, September 20XX-December 20XX

Related Experience:

William G. Reveley & Associates, Tolland, CT, *Student Employee*, July 20XX-Present

- Conduct authorized research utilizing LexisNexis and WestLaw software programs to enhance legal research skills
- Complete daily administrative tasks and finalize information coordination to ensure accurate documentation and easy access for attorneys and staff in the office
- Manage client communication with the office via electronic, telephone, and interpersonal relations maintaining sound customer relationships

The Law Society, University of Connecticut, Storrs, CT, *Events Chairperson*, November 20XX-Present

- Coordinate and organize informational and networking opportunities for Society members on campus, such as group meetings, information sessions, and speaker lectures from industry professionals and law schools

Cahill, Goetsch & Perry, P.C., New Haven, CT, *Summer Intern*, May 20XX-August 20XX

- Composed executive summaries for attorneys to reference during trial proceedings
- Addressed needs and concerns of clients when attorneys were away from office, efficiently maintaining normal office function

Leadership Experience:

National Organization for Women UConn Chapter, Storrs, CT, *Treasurer*, April 20XX-Present; *Member*, March 20XX-April 20XX

- Manage budget of \$23,000 including reimbursement of members for organizational purchases, reviewing applications for funding, and providing monthly reports on financial status
- Attend SOLID training (Student Organization Leaders Intentional Development) to ensure Chapter is properly equipped with knowledge to address financial responsibilities and risks
- Advocate for the end of sexism and oppression through collaboration with other on- and off-campus organizations

UConn Lions Club, University of Connecticut, Storrs, CT, *Vice President*, February 20XX-Present; *Member*, December 20XX-April 20XX

- Organize meetings with Lions Club members to discuss fundraising opportunities as well as potential new service project ideas
- Collaborate with the President and Executive Board to ensure effective partnerships with other Lions Club chapters in the area
- Work with members to raise awareness in support of the group through meet and greet sessions and co-sponsorship of events

UConn Model United Nations, Storrs, CT, *UN Peacebuilding Commission Assistant Director*, October 20XX-Present

- Negotiate compromises and make decisions effectively with other delegates to create effective resolutions
- Compose one-page summaries regarding updates in international affairs relating to committee's topics
- Lead committee sessions of 20 delegates in conjunction with director to debate international issues and create draft resolutions

Additional Experience:

American Civil Liberties Union (ACLU), University of Connecticut, Storrs, CT, *Member*, March 20XX-Present

Center for Career Development, University of Connecticut, Storrs, CT, *Front Desk Assistant*, January 20XX-Present

- Serve as the immediate responder for students seeking résumé critiques, cover letter reviews, and personal statement revisions as they arrive at the front desk
- Schedule appointments with career consultants for undergraduates, graduates, and alumni of the University while completing additional deadline-driven administrative tasks

Skills:

Computer: Microsoft Word, Outlook, PowerPoint, Excel, Prezi, Simplicity, QuickBooks

Language: Basic Korean