

First Name MI Last Name

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Education	University of Connecticut , Storrs, CT <i>Bachelor of Science, Psychological Sciences</i> , December 20XX Minors: Physiology and Neurobiology, 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</i> , January 20XX-May 20XX
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 Psychological Sciences , UConn, Storrs, CT <i>Student Research Assistant</i> , August 20XX-Present <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 appropriate surveys to qualified and screened students• Collect data, code responses, and input into Microsoft Excel spreadsheets for accurate analysis; results generated into a report for Principle Investigator
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 Experience	Psi Chi (national honor society in psychology) <i>President</i> , January 20XX-Present; <i>Member</i> , April 20XX-Present <ul style="list-style-type: none">• Oversee and coordinate monthly meetings of 50+ psychological sciences student members• Schedule four professionals and alumni to speak to members each semester about career options related to psychological sciences, including graduate school and industry variations Latino Student Association (LSA) <i>Vice President of Membership</i> , January 20XX-December 20XX; <i>Member</i> , August 20XX-Present <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 by suggesting areas of future involvement to actively engage participants
Academic Projects	Empirical Methods in Economics , UConn, Storrs, CT <i>Project: Economic Recession Comparison</i> , November 20XX <ul style="list-style-type: none">• Developed PowerPoint presentation and presented class comparisons of 2001 and 2007 economic recessions• Manipulated graphs utilizing Tableau software to conduct multivariable analysis of recession lengths, employment levels, correlations, and additional variables
Volunteer Experience	The Hole in the Wall Gang , Ashford, CT <i>Camp Counselor</i> , June 20XX-August 20XX (Summers) <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</i> , March 20XX-Present
Computer Skills	Microsoft Excel, Access, Word, PowerPoint; SPSS

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Education:

University of Connecticut, Storrs, CT

Bachelor of Arts, Political Science; May 20XX

Bachelor of Science, Applied and Resource Economics; May 20XX

Minors: Criminal Justice

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

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

Relevant Legal Experience:

William G. Reveley & Associates, Tolland, CT, *Administrative Assistant*, 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.

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 five attorneys to reference during trial proceedings utilizing administrative skills.
- Addressed clients' needs and concerns by providing information or relaying timely communications when attorneys were away from office by efficiently maintaining normal office functions.

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, UConn, 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 creating effective partnerships with other Lions Club chapters in the area.
- Work with members raising awareness in support of the group through meet and greet sessions and co-sponsorship of events.

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

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

Additional Experience:

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

Center for Career Development, UConn, Storrs, CT, *Student Administrative 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 using Outlook for undergraduates, graduates, and alumni of the University while completing additional deadline-driven administrative tasks.

Skills:

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

Language: Proficient in Korean