

JANE SMITH

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OBJECTIVE: To obtain a position where I can use my interpersonal and managerial skills to help a not-for-profit organization service institutional and individual health care needs.

EDUCATION

B.S., Political Science, University of Louisiana—Lafayette *May, 2012 (expected)*
Concentration: Pre-Law. Minor: Philosophy Major GPA: 3.38

WORK EXPERIENCE

Evening Manager, Mom and Pop Convenient Store, Lafayette, LA *2010-2012*
• Solely responsible for handling over \$500.00 nightly and closing store securely.
• Trained and managed junior employees during shift; otherwise solo shifts.

Store Clerk, Mom and Pop Convenient Store, Lafayette, LA *2008-2010*
• Cashiered, stocked, inventoried, helped customers, cleaned facilities, ran deli.

HONORS AND ACTIVITIES

Assistant Youth Pastor, Our Lady of Grace Church *2010-2012*
• Taught and counseled 14 church youth at weekly meetings and two summer camps
• Planned and managed eight church events, including \$3,000 fundraiser.

Red Cross Volunteer, Lafayette, LA *2009-2011*
• Provided emergency relief to 58 hurricane victims in emergency shelter.

UL-Lafayette Political Science Club Secretary *2011-2012*
• Organized, publicized, and ran eight meetings; arranged 3 guest speakers.

UL-Lafayette Dean's List *2011, 2012*

Ebenezer McGillicutty Memorial Student Scholarship *2011*

SPECIAL SKILLS AND INTERESTS

- Reputation for initiating and completing tasks with enthusiasm and energy.
 - Strong interpersonal skills developed from organizing and overseeing individuals and teams.
 - Excellent writer, public speaker, and efficient time manager developed through coursework.
 - Proficient in conversational Spanish through college courses and 3-month travel in Mexico.
 - Software: Microsoft Word, Excel, and Powerpoint; Apple Pages, Numbers, and Keynote.
 - Orange Belt in Taekwondo; entered in 5 regional competitions in the past year.
 - Member of church band; play guitar at weekly church service.
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REFERENCES: Available upon request.