

Sample resume bullets

Academic Departments

Teaching/Departmental Assistant

- Developed and taught twelve class sessions; adapted teaching style to accommodate students' learning styles
- Formulated grading rubric; utilized rubric to evaluate homework assignments for 75 students
- Organized appropriate equipment for weekly laboratory sessions; answered student questions and provided accurate course guidance
- Researched textbooks and syllabi used at fifty other universities; offered recommendations to improve current syllabi and increase student learning
- Implemented file organization system, increasing total department efficiency

Academic Resource and Writing Center

Tutor

- Worked one-on-one with three students to increase accuracy in German pronunciation
- Divided complex syntactical concepts into smaller, step-by-step procedures to increase student's comprehension
- Demonstrated enthusiasm toward mathematics and encouraged student to consider practical applications for knowledge gained in classroom
- Offered suggestions to more effectively balance college life and reduce pressures of a rigorous academic workload
- Tutored eight students in lower level American Sign Language classes; provided tools to improve students' knowledge and skills

Writing Mentor

- Assisted four college students to formulate ideas, write drafts, and edit various writing assignments weekly throughout school year
- Increased cross-cultural communication skills by effectively explaining English grammar and structure to international students
- Worked one-on-one with four students to improve writing skills, including sentence construction, grammatical accuracy, thesis statements, and four separate styles of citations
- Reviewed drafts of students' writing assignments; provided feedback and instructed students in appropriate elements of writing style and grammar.

Admission

Intern/Ambassador/Call Team

- Recruited current students to serve as overnight hosts for 500 prospective students; developed training materials for hosts and Microsoft Access database to track hosting
- Organized campus open houses for prospective students; mailed invitations, maintained list of responses, and collaborated with Admission Counselors to create schedule of events
- Increased public speaking skills by leading daily campus tours for up to twenty prospective students and their families
- Telephoned and emailed prospective students; quickly created rapport and developed relationships with 200 attendees
- Modeled appropriate phone etiquette in calling fifty prospective students on daily basis

Office Assistant

- Provided courteous telephone coverage for office staff during weekly meetings and vacations; answered 300 callers' questions and directed calls to appropriate individuals
- Maintained Microsoft Access database of 3000 prospective students; coordinated quarterly mailings to those students
- Courteously assisted prospective students during monthly campus visits; answered questions knowledgeably
- Self-directed independent work, accurately initiated projects without supervision

- Processed and printed admission reports for director of enrollment using Microsoft Excel and Adobe Acrobat

Athletics

- Balanced academics as four year varsity athlete on Goshen College track and field team
- One of two athletes appointed to lead team activities, direct practice, organize travel, and assist coaching staff
- Received national award for intercollegiate athletes who compete at the varsity level and maintain GPA above 3.8
- Effectively demonstrated interpersonal skills in interacting with other players during practices
- Instructed sixteen baseball camp participants on batting and catching techniques

Campus Ministries

Ministry Leader

- Facilitated weekly Bible studies for a group of 5 - 10 girls and provided spiritual guidance, fostering a healthy environment in the residence halls
- Met with campus pastors and other ministry leaders on a biweekly basis to coordinate campus wide events and share ideas on how to best serve students' spiritual needs
- Assisted in organizing weekly campus-wide worship sessions, creating PowerPoint presentations and operating technological equipment

Career Services

Office Assistant/Resume Tutor

- Researched resume and cover letter writing processes; developed exemplary samples for use by future students
- Met with thirty-five students one-on-one and assisted with resume writing; offered feedback to strengthen resume drafts
- Marketed and publicized Career Services office to peers and in class, when appropriate, referred twelve students directly to office
- Experimented and tested new productivity software; made recommendations for student use based on research and experience
- Generated ideas and provided suggestions for events and marketing for Career Services office

Clubs

Salsa Club Leader

- Organized weekly meetings and training sessions for 40-50 college students and community members
- Created and established official club status with college; recruited faculty member to serve as advisor

Goshen Student Women's Association, Steering Committee

- Organized projects and four separate social events related to women's issues
- Served on steering committee for project raising awareness of violence against women
- Responsible for planning, advertising, setting up and facilitating monthly campus wide events, projects and club meetings
- Coordinated with Goshen College faculty and students to facilitate administrative reform regarding sexual assaults on campus.

Conferences & Events

Events Assistant/Coordinator

- Coordinated and organized fifty-two events on campus, including family reunions, youth retreats, and basketball camps; with participants ranging from 50-350 participants
- Prepared appropriate buildings and facilities for events by cleaning, arranging furniture, and decorating
- Provided administrative and clerical support for daily operations of Events office; courteously answered telephone calls and responded to email inquiries

- Successfully maintained professionalism during high pressure situations; developed skills in crisis management
- Prioritized needs of guests and student workers in demanding, stressful environment, working until clients were satisfied

Financial Aid

Office Assistant

- Provided administrative and clerical support, including mass mailings, filing, photocopying, and timely data entry.
- Courteously answered telephone calls and responded to email inquiries
- Promptly entered time-sensitive confidential data into database
- Interacted positively with campus employees, parents, and students

GC Journal

GC Journal Anchor/Reporter

- Co-anchored bi-weekly news show; developed strong public speaking skills
- Wrote and reported feature stories on variety of topics ranging from sporting events to changes in academic curriculum and staffing; consistently met deadlines for story assignments
- Assisted with editing video footage on short time-frame
- Trained four students to properly care for and operate camera and DVR equipment.
- Provided sporting event footage promptly to head coaches of for tactical review

Managing Editor

- Determined and coordinated all news content; delegated story assignments to staff of 20 students
- Oversaw production from story conception and shooting to editing and finished product; consistently met all deadlines for all featured segments
- Lead and managed news gathering and production process; energetically motivated fifteen student employees

Producer

- Produced *A Festival of Carols* musical production in collaboration with local Public Broadcasting Service; December airing secured estimated 250,000 viewers
- Assigned short stories to student staff of eight reporters; shot and edited footage
- Oversee weekly campus news updates for area newspaper Elkhart Truth and bi-weekly campus news broadcast
- Assisted with campus-wide broadcast transition from SD to HD in 2007-2008

Audio Technician

- Mixed appropriate audio for broadcast with Apple Soundtrack Pro
- Developed multi-camera editing skills utilizing Apple Final Cut Pro

The Globe

Student Station Manager

- Lead and communicated with 35-person student staff
- Hosted daily morning radio show with estimated listening audience of 3,500
- Trained fifteen beginning students in proper radio skills and etiquette, as well as federal and state broadcast regulations
- Administered weekly schedules for twenty student workers, promptly paid station bills, efficiently organized files
- Organized station music library, increasing overall efficiency 20%

Networking Manager

- Managed station-affiliated networking sites and photographed activities for bi-weekly updates
- Produced exciting Public Service Announcements and weather forecasts on daily basis

Sports Director

- Broadcasted men's and women's soccer, basketball, volleyball, and tennis games; composed daily report summarizing Goshen College sports
- Developed significant experience with Adobe Audition and Simian for radio and commercials
- Effectively trained new staff of six students to operate radio board during sporting events
- Delegated tasks to seven sports staff members

ITS

Student Technology Assistant

- Provided helpful and comprehensible user support to Goshen College students and employees
- Promoted to Lead Assistant during junior year; trained twelve new student employees on campus technology and effective customer service

ITS Media

Student Sound Technician

- Ran sound boards for convocation and chapel events, student music events, videotaped sporting events and classes, installed audio/video equipment

ITS Media Technician

- Set up, operated, and captured audio and video for informational media department's client's events

ITS Media Service Assistant

- Kept an organized and accurate account of technological inventory
- Edited and converted different types of audiovisual media to one universal format
- Instructed customers in proper use of all media equipment
- Organized main office by filing customer and equipment data sheets, sorting mail and implementing media equipment storage system

Java Junction

Assistant Accounting Manager

- Maintained accurate business productivity and financial information for coffee shop
- Effectively reconciled monthly expense and income reports

Purchasing Manager

- Purchase up to \$1,500 of inventory and supplies per week for on-campus coffee shop
- Form trusting relationships with suppliers by being prepared and professional
- Perform inventory counts and accurately compute cost of goods sold
- Work successfully with a team of five other managers to ensure successful operation of shop

Java Junction Barista

- Provided friendly and effective customer service while accurately fulfilling multiple requests
- Worked quickly and efficiently with team of three baristas serving an average seventy customers per two-hour shift
- Successfully operated QuickBooks Point of Sale software while fulfilling multiple customer requests

Human Resources Manager

- Maintain records and compile statistical reports concerning personnel-related data such as payroll, hires, performance appraisals, and absenteeism rates for forty employees
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices
- Forecast future staffing and organizational needs

Special Events Manager

- Provided catering services for twenty meetings and events with number of attendees varying from 5 to 50

- Coordinated with five other student managers to make decisions regarding sales, marketing, operations and human resources
- Built relationships with thirty departments on campus to promote catering services and gain potential future business

Catering Manager

- Scheduled, organized and prepared all catering events for groups up to 100, delegated tasks as necessary to fellow managers and baristas
- Created catering calendar with all event information
- Responsible to set up and clean up all events in a timely, professional manner

Lab Assistants/Stockroom

Laboratory Assistant

- Supervised laboratory experiences for two upper-level classes, graded homework assignments and lab reports
- Built special laboratory apparatuses for use by forty-five students

Chemical Stockroom Employee

- Implemented increased efficiency database organization system for storing laboratory chemicals
- Thoroughly sanitized glassware and other expensive laboratory equipment
- Accurately located and provided chemicals and equipment for sixty students and faculty on daily basis
- Learned and abided by pertinent chemical laboratory procedures, ensuring safe environment for students and faculty
- Worked independently to organize equipment and chemicals for two hundred student science department

Library

Library Circulation Desk Supervisor

- Effectively managed circulation desk and handled cash received from patrons
- Accurately and courteously assisted library patrons with borrowing and returning of materials and comprehending Library of Congress shelving systems
- Greeted and directed library patrons to appropriate departments in a friendly manner, answered questions at circulation desk and handled cash from book fines
- Competently assisted with the borrowing, returning and renewing of books both in person and over the phone
- Organized and shelved books according to the Library of Congress system, helping patrons efficiently locate items

Maple Scholars

Summer Researcher

- Used DNA microarray technology to determine cause of a mutated yeast potassium transporter; presently continuing independent research
- Presented findings at the Annual Goshen College Undergraduate Research Symposium
- Competitive program to work with professors and their related research projects. Worked on research project testing a constructed wetland's reliability. Ran labs, developed experiments and had weekly presentations.
- Worked in unstructured environment; initiated personal research
- Organized research and film footage; created 20 minute documentary about CASEM cooperative

Multicultural Affairs/CITL

Student Assistant

- Developed and designed multicultural awareness activities for Multicultural Affairs
- Coordinated schedules and meetings for faculty within the program department, assisted in accurately transcribing meeting minutes
- Efficiently reorganized and filed confidential student records

- Transcribed Spanish interviews for research purposes using SpeechExec Pro computer software

Music

Listening Lab Assistant, Goshen College Music Building

- Introduced effective music archiving system, decreasing time spent finding music

Stage Crew for Sauder Music Hall

- Worked effectively in multiple hall areas to ensure successful performances
- Assisted with preparation for musical and performance events with attendance of up to 1000

Teacher/Choral Assistant

- Assisted directors by making copies and preparing rehearsal space for weekly combined chorus meetings of 300 students
- Accurately monitored and charted daily student attendance
- Handled effective tuxedo fitting, ordering and distribution for sixty members of traveling men's chorus
- Maintained extensive choral library
- Taught sectionals and lead rehearsal in director's absence

Physical Plant

Paint Crew

- Led paint crew of six student workers refinishing interior and exterior surfaces
- Entrusted with ordering and receiving paint, maintaining accurate record of paint inventory

Maintenance & Grounds Crew

- Repair, maintain, and relocate campus furniture.
- Ready and maintain 16 brand-new apartments.
- Cross-trained to provide support to multiple areas such as painting, woodwork, drywall construction and maintenance.
- Maintained Goshen College grounds, including weeding, mulching, sidewalk edging, hedge trimming, and mowing
- Awarded an end-of-season bonus for dependability and number of hours worked

Student Assistant

- Administered networked telephone service and provided prompt, courteous customer service
- Managed key distribution for campus population of 1000, register 350 on-campus bicycles and cars
- Collected and accurately sorted mail; efficiently organized office documents and reception area

Printing & Mailing

Cashier

- Provided courteous and efficient customer service while accurately managing postage and sales transactions

Public Relations

Public Relations Photographer

- Photographed various Goshen College events, including: sporting events, concerts, plays, speakers, academic events and reunions.
- Assisted in the development of college promotional brochures and web content for prospective students as well as media and visitors

Writing Assistant

- Wrote accurate and timely press releases on events, feature stories, and news regarding Goshen College
- Communicated regularly with alumni, press, and current students and faculty to generate semi-annual alumni magazine

Public Relations Sports Information

- Covered all college sporting events for immediate release to press

Public Relations Intern

- Organized and supervised an exhibit booth at the Elkhart County 4-H Fair to educate community of college impact
- Contributed twelve accurate and engaging articles to college's semi-annual alumni magazine.
- Exceptionally familiar with Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Act as a liaison between the department, the client requesting design and the printer
- Create original designs and update and alter existing design to meet current needs of client

Public Relations Web Assistant

- Designed and implemented ten new and engaging Web pages for Goshen College
- Maintained and revised over 200 existing Web pages

The Record

Staff Writer

- Published three weekly articles on various topics of interest to broad campus
- Interviewed variety of subjects to provide accurate non-biased reporting on current campus issues

Features Editor; Copy Editor

- Planned content of weekly Features section and recruited student authors to generate interesting content
- Accurately copy edited twelve weekly articles for publication in print and web
- Place text on spread and arrange photos in layout
- Edit text for news articles

Editor-in-Chief

- Organized content and layout for 8-page weekly newspaper with circulation of 1,200
- Wrote editorial, news, feature and arts articles weekly as needed
- Began Politics page to cover presidential election, student opinions and local grassroots movements
- Served as Editor-in-Chief for The Goshen College Record, expanding staff eight fold, increasing content by 50 percent, and receiving award for Best Editorial from IN Collegiate Press Association
- Developed online presence with video and exclusive online articles

Sports Editor

- Delegated writing assignments and edited each of seven articles for weekly campus newspaper
- Recruited, managed and edited four student sports writers for weekly college newspaper

Perspectives Editor

- Served as editor for the Perspective opinion page of the weekly newspaper
- Recruited two to four unique writers for each of twelve editions of paper
- Photographed, edited, and wrote stories when necessary

Photo Editor

- Distributed multiple photography assignments among four staff photographers
- Creatively edited twelve to fifteen photos for weekly eight page newspaper
- Advised six page editors on efficient and effective use of photos in stories

News Editor

- Wrote or delegated four to five articles for two-page news section of weekly paper
- Covered guest speakers, current events, provided contacts for writers
- Edited all news articles and wrote news headlines weekly
- Critiqued and mentored by former New York Times editor

Res Life

Resident Assistant/Resident Leader

- Planned and participated in bi-weekly events to foster community, personal, and spiritual growth on floor of 24 students
- Developed emotional rapport with floor residents by taking active interest in their lives; respectfully listened to residents' needs and concerns
- Mediated floor/roommate conflicts and provided all parties with access to counselors and Resident Director as needed
- Managed various administrative duties including filing maintenance requests, incident reports, and handling room transfers
- Worked with other Resident Assistants to plan activities for 150+ students

Rec-Fitness Center

Lifeguard

- Ensured safety of approximately 50 pool patrons on daily basis
- Able to react quickly and calmly in emergencies
- Independently responsible for opening and closing pool facilities
- Balance working up to 20 hours per week with a full-time course load
- Currently Red Cross-certified in lifeguarding, first aid, CPR, and AED

Gym Set-Up

- Diligently worked to set up bleachers and benches for College Basketball and Volleyball games.

Student Trainer

- Attend to over 65 student athletes everyday
- Tape ankles, toes and cover blisters
- Wrap ice packs on shoulders, arms, knees, shins and ankles
- Mix 20 gallons of Gatorade everyday
- Station on sidelines during game days for volley ball, soccer, , basketball, baseball and softball

Senate

Student Senator

- Led all-campus forums and discussions about student alcohol use and housing options
- Effectively represented class of 200 at weekly meetings
- Facilitated senate meetings and met regularly with administration and the college president to share and serve as an advocate for student concerns

Switchboard

Switchboard Operator

- Answered 100-200 daily telephone calls for the college at the campus switchboard
- Efficiently transferred calls to appropriate offices and courteously provide information to callers

Additional Campus Leadership

Judicial Board Member

- Served on committee to meet with students receiving standards violations, helped determine campus response

Diversity Circle Facilitator

- Taught and modeled effective cross-cultural communication
- Raised awareness of issues related to race in the United States
- Led weekly discussion group of twelve students from diverse backgrounds
- Kept record of weekly group discussions and reported findings to supervisor

- Withheld personal input while encouraging others to share opinions; worked to involve diverse student group in active communication

CITL Peer Mentor

- Served as a mentor and tutor to 4 first year students; aided students' transition into college life by providing advice, motivation, and positive influence
- Scheduled weekly meetings with each student to aid and observe their level of transition
- Reported and evaluated the effectiveness of the CITL program on these students to the department director

Club Leader

- Lead and moderate weekly group discussions for up to 30 students in campus peace and justice club
- Coordinate and promote club events on campus and in community
- Research and recruit speakers of relevant issues

Off-Campus Restaurant

- Developed teamwork and positive relationships in a work environment that emphasized community among 25 employees, 3 managers, and customers
- Supplied impeccable customer service and waitressing skills, provided every customer a positive experience
- Introduced ten new organic and local dishes into menu
- Managed crew of five cooks and wait staff while providing friendly customer service to clientele group of 200-300 per shift
- Prepared made-to-order omelets for daily breakfast crowd of 1,000+

Summer Camp

- Created and oversaw stimulating activities for 25 children while promoting emotional and physical wellness
- Gave first aid to any child with minor injury, adapted activities to include children with special needs, and modified meals for children with severe food allergies
- Supervised groups of 8 – 10 girls on a weekly basis, creating a healthy social and spiritual environment
- Interacted with children of various age levels, collaborating with others in counseling and leadership positions to provide for each child's emotional, social and spiritual needs
- Reconciled and mediated conflicts between campers

Cashier

- Implemented stock room reorganization system, increasing efficiency by 18%
- Effectively trained six new employees while maintaining steady traffic flow
- Provided prompt, friendly service while establishing relationships with customers
- Entrusted with organizing nightly bank deposits and maintaining accurate balance of safe
- Operated a road-side produce stand solitarily, set up produce, made effective sales, and maintained accurate cash box

Retail

- Readily greeted customers and assisted them with quickly locating items in department store
- Patiently answered customer inquiries over telephone
- Managed and trained team of 12 workers; delegated tasks, and solved problems as they arose
- Implemented new organization system to make warehouse more suitable for distributing products, increasing efficiency by 15%
- Successfully completed nightly paperwork for end of day closing and balanced eight drawers used during all shifts

CCYC

- Assisted at a childcare center for children aged one to five years old
- Engaged children in various creative activities, such as reading, crafts, etc.
- Developed my skills for working well with other employees and parents of children

Major-Specific Requirements/Other

Art- Student Art Show

- Conceptualized high quality professional photographs and personal art statement for public viewing
- Collaborated with three seniors to organize and structure individual art pieces cohesively in gallery
- Attention to detail while working under time restraints

Education -Student Teaching

- Planned effective lessons, utilized different teaching techniques
- Demonstrated organization, creativity, and time-management skills through the development and implementation of unit plans
- Incorporated group work and hands-on discovery activities to increase student motivation
- Formed relationships with students in order to develop a safe and encouraging classroom environment
- Sought relationships with parents and other staff members in order to best serve all learners

Nursing

Clinical Rotations

- Established good communication between clients and the GGH health care team
- Administer both intramuscular and subcutaneous injections, oral medications
- Teach signs and symptoms of infection, catheter care, side effects of medications, general cleanliness, breathing techniques for relaxation, pain management, and prevention of pneumonia
- Created care plans to provide complete treatment and encourage recovery
- Performed head to toe assessments on adults, children, and postpartum women and charted results

Mock Convention

- Lead meetings and debate within the district to choose a proposal topic
- Assessed, organized, and presented my districts proposal to the Mock Board
- Worked successfully with a co-chair and faculty member during this process

mPress Reporting

- Wrote articles for daily newspaper at week-long convention, serving audience of over 8,000 in print and online
- Partnered with professional journalists from Mennonite Weekly Review and The Mennonite to cover keynote addresses
- Balanced multiple article assignments daily, met all deadlines