# THE CAREER CENTER LOYOLA UNIVERSITY MARYLAND



# LOYOLA COLLEGE OF ARTS & SCIENCES SAMPLE RESUMES

(410) 617-2232 thecareercenter@loyola.edu www.loyola.edu/thecareercenter

# **Dee Ennay**

88 Bunsen Street, Oneonta, New York xxxxx (xxx) xxx-xxxx dennay@loyola.edu

#### **OBJECTIVE:**

To obtain an internship for Summer 20xx in the healthcare industry.

#### **EDUCATION:**

# Loyola University Maryland, Baltimore, MD

20xx - present

Candidate for a Bachelor of Science Degree in Biology and Chemistry (Interdisciplinary) with minor in Business Administration, May 20xx

- Member of Honors Program
- Cumulative GPA: 3.62
- Member, NCAA Division I Varsity Cross Country and Track & Field teams 20xx present

#### **HONORS/AWARDS:**

**Presidential Scholarship Recipient** 

20xx - 20xx

Women's Cross Country and Track & Field All-Academic Team Girl Scout Gold Award Fall 20xx - Winter 20xx

20xx

• Served 65 hours planning and painting therapeutic mural in nursing home dementia unit

#### **WORK EXPERIENCE:**

#### Johns Hopkins Bayview Medical Center, Baltimore, MD

Volunteer in Emergency Room

October 20xx – present

- Attend to needs of patients and families in emergency room
- Acquire firsthand experience of staff's response to medical emergencies
- Gain experience working under pressure, taking initiative, and making quick decisions while working in a fast paced environment

# Long Island State Veterans Home (Skilled Nursing Facility), Stony Brook, NY

Clerical Assistant in Medical Records Department

May 20xx - August 20xx

- Organized medical records of residents in the 350 bed facility
- Gained understanding of and adhered to HIPAA and principles of medical information confidentiality

#### Long Island State Veterans Home (Skilled Nursing Facility), Stony Brook, NY

Clerical Assistant in Admissions Department

June 20xx – August 20xx

- Gathered medical, demographic and financial information about prospective admissions
- Assisted in coordinating admissions and discharges of residents to hospital
- Conducted tours of facility and provided information to families via telephone or during visits

#### **ACTIVITIES:**

#### Spring Break Outreach, Ivanhoe, VA

January – March 20xx

• Served others in the Ivanhoe community and gained insight into social justice issues in the Appalachia region

# Maddy A. Kitts

makitts@loyola.edu xxx.xxx

Campus Address 4501 North Charles Street, MS xxxx Baltimore, MD 21210 Permanent Address 803 Media Circle Wallingford, PA xxxxx

#### **EDUCATION**

**Loyola University Maryland** 

Bachelor of Arts in Communication, specialization in Advertising/Public Relations

• Honors: Dean's List Fall 20xx, Fall 20xx

Cumulative GPA: 3.578

Strath Haven High School

National Honors Society Member

Newspaper Staff Writer, Senior Member Varsity Golf Team "Most Improved Player" (20xx)

Participated in and led Student Government and community service programs

Baltimore, MD May 20xx

Wallingford, PA Class of 20xx

#### WORK EXPERIENCE

#### Loyola University Maryland - Fitness & Aquatic Center

**Equipment Facility Attendant** 

Baltimore, MD Fall 20xx-Present

- Manage equipment for club/intramural sports and other patrons
- Interact with members and issue and maintain equipment accordingly

The Springhaven Club

Caddy/Bag Room Official

Wallingford, PA Fall 20xx-Present

- raii 20XX-Pieseiil
- Develop strong relationships with members as a way to enhance their club experience and build personal clientele base
- Greet members upon arrival
- Maintain, store and manage country club property, as well as members personal equipment
- Enforce all club/golf policies, managing first tee and overseeing pace of play

#### **Summer Panthers School**

Teacher's Assistant

Wallingford, PA Summers 20xx-20xx

- Worked with 15-20, 3-5 year olds with a variety of mental disabilities
- Assisted with lessons, discipline, recreational activities, trips, and other daily activities

#### **ACTIVITIES**

#### **Loyola University Maryland Student Leadership Corps**

Member

Baltimore, MD Fall 20xx-Present

- Nominated and selected to participate in multiple sophomore leadership initiatives
- Attend various leadership retreats, meetings, and lectures in an attempt to enhance future leadership opportunities

#### **SKILLS**

- Computer: Advanced knowledge of Word and basic knowledge of Excel and PowerPoint
- Foreign Language: Conversational in French

# Chip N. Telle

cntelle@loyola.edu

Permanent Address 5288 Microchip Court Laurel, MD xxxxx (301) xxx-xxxx Campus Address
MS xxxx, 4501 North Charles Street
Baltimore, MD 21210
(410) 617-xxxx

#### **OBJECTIVE**

To obtain an entry-level position related to the field of computer science which utilizes technical, troubleshooting and problem-solving skills.

#### **EDUCATION**

#### **Loyola University Maryland**

Bachelor of Science in Computer Science

Overall GPA: 3.5

Dean's List: Fall 20xx

Attended 20xx Loyola University Emerging Leaders Conference

Newcastle University

Attended bi-weekly Computer Science Club meetings

Newcastle, UK September 20xx-May 20xx

Baltimore, MD

Expected May 20xx

#### **COMPUTER SKILLS**

Languages: Java, C++, C, PHP, and HTML

Software: Microsoft Office 2007, Eclipse, OpenGL, FileMaker, Dreamweaver, and Photoshop Operating Systems: Windows 7, Windows XP, Ubuntu, Windows Vista, Mac OSX, and Debian

#### PROFESSIONAL EXPERIENCE

#### Loyola University Maryland, Office of Technology Services

Baltimore, MD May 20xx-Present

Senior Technician

- Program scripts to enhance software performance and upgrade process in Windows XP
- Coordinate classroom and laboratory quality assurance assignments for co-workers
- Continue the tasks of the Junior Technician position

Junior Technician

March 20xx-May20xx

- Performed weekly quality assurance checks of technology in classrooms and laboratories
- Assembled and maintained upgrades of hardware and software in labs and classrooms
- Assisted professors with troubleshooting classroom technology issues

#### ADDITIONAL EXPERIENCE

#### Loyola University Maryland, Office of Student Life

Resident Assistant

Baltimore, MD

September 20xx-Present idents by planning events.

 Act as an academic, social, and emotional resource for first year resident students by planning events, distributing information, and solving domestic problems

# **Loyola University Maryland Department of Recreational Sports**

Baltimore, MD

Outdoor Adventure Experience Staff Leader

September 20xx-Present

- Organize and lead 30+ kayaking, backpacking, canoeing, whitewater rafting and climbing trips
- Obtained Wilderness First Responder (WFR) medical certification valid until February 20xx

References available upon request

# Enzo N. Ginear

58 Masheen Court Baltimore, MD xxxxx XXX-XXX-XXXX enginear@loyola.edu

#### **OBJECTIVE:**

To obtain an entry-level position as a Mechanical Engineer

#### **EDUCATION:**

#### **Loyola University Maryland**

Bachelor of Science in Mechanical Engineering with a Mathematics Minor

- Honors: Presidential Scholarship (4 years): Dean's List: 3 semesters
- Overall GPA: 3.48
- Related Courses: Fluid and Solid Mechanics, Thermodynamics, Heat and Mass Transfer, System Analysis, Electronics, Statics, Linear Circuit Analysis, Dynamics, Calculus I-III, Differential Equations; Senior Design Project, and Materials and Manufacturing (in progress)

#### PROFESSIONAL EXPERIENCE:

#### **Science Applications International Corporation (SAIC)**

Safety Engineer Intern

Assisted safety engineers on different chemical demilitarization projects

Learned CFAST fire simulation and POD editor programs

#### **URS** Corporation

Mechanical Engineer Intern

Collaborated with mechanical engineers specifically on HVAC projects

Used AUTO-CAD to create drawings to various scales

Abingdon, MD

Baltimore, MD

Expected May 20xx

May 20xx - August 20xx

Hunt Valley, MD

May 20xx - August 20xx

#### ADDITIONAL EXPERIENCE:

#### Loyola University Maryland - Department of Recreational Sports

Intramural Supervisor/Referee

- Manage the officials and nightly operations to keep everything on schedule
- Serve as first responder to on-field injuries; CPR and first aid certified
- Voted "Official of the Year" for the 20xx-20xx academic year

#### LEADERSHIP:

#### **Loyola Rugby Football Club**

Elected the President of the Rugby Club

20xx - present

Baltimore, MD

20xx - present

#### SKILLS:

- Experienced in AUTO-CAD and CFAST. Familiar with Matlab.
- Proficient in Microsoft Office.

References available upon request

# **Lyensy Zoom**

4589 Camara Dr. | Catonsville, MD xxxxx | xxx-xxx-xxxx | zoom.lyensy@gmail.com

#### **Education:**

Loyola University Maryland, Baltimore, MD

- Bachelor of Arts in Fine Arts with a concentration in Photography: January 20xx
- President of the Photography Club

# Assumption University of Thailand, Bangkok, Thailand

• Served as English tutor at Klong Kaja Elementary School: May-November 20xx

### **Employment Experience:**

### Freelance Photographer:

January 20xx-Present

- Photographic narration for "The Last Voice," a compilation of poems written by Baltimore youth
- Sweet Sixteen Celebration
- Headshots- Jon Kevin Lazarus, Alexis Martinez, Charlie Long
- Artwork Documentation for painter Jan Willem Van Der Vossen
- Band Photography *A Cool Stick*

*Intern, The National Anthropological Archives through the Smithsonian,* Washington, D.C. May-August 20xx

- Produced digital files of the Smithsonian's collections using digital cameras, scanners, Macintosh computers and operating system, and database computer applications.
- Corrected scanned digital files for color, contrast and density when compared to original objects and used computer programs to modify color, color balance and contrast of photographic images.
- Handled and moved fragile and irreplaceable objects during set up, and transferred to digital image files.
- Experienced with the computerized processes and systems that are used to scan or digitally capture images onto CD's, DVD's and other media such as hard drives and zip drives.
- Knowledgeable of computer programs used to scan photographic media (photographs, tin-types, glass negatives, and film) and produce high quality digital images on photo CD's.
- Utilized cross platform computers and operating systems and graphic and imaging applications, including extensive knowledge of Adobe Photoshop CS3.

# Antique Photographer, Kodak and Six Flags, Upper Marlboro, MD June-August 20xx

- Worked very closely with a variety of people in order to produce a quality image for their purchase.
- Creatively entertained, posed and dressed hundreds of customers.
- Maintained both a professional and energetic disposition throughout day-long shifts.

*Lab Assistant*, *Darkroom and Digital Photography*, *Loyola University Maryland*, Baltimore, MD September-May 20xx, January-May 20xx, September-December 20xx

- Maintained and performed basic repairs on photographic equipment. Maintained darkroom chemistry, photographic materials and supply inventory.
- Operated and maintained current printing devices and photo editing programs.
- Demonstrated extensive knowledge advising students on exposure times and enlarger settings as well as Photoshop and digital printing techniques.
- Tutored students learning to use the equipment and digitally in Adobe Photoshop and Bridge.

# **Lyensy Zoom** – Page 2

Associate, Ritz Camera, Baltimore, MD

Summers 20xx, 20xx

- Monitored and assessed color balance and made proper color correction adjustments to reproduce film, slides and digital picture files.
- Performed basic repairs on photographic equipment and basic computer repair and maintenance of Macintosh computer image capture system.

#### **Field Experience:**

# "Restoring Resilience" Photography honors thesis installation

December 20xx-December 20xx

- Planned, scheduled and executed all aspects of conventional photography including 'on-location' procedures and clinical shoots.
- Exercised artistic sensitivity and skill to plan and effectively capture the desired composition, lighting, background and color values for each photograph.
- Used computer accessories and techniques to modify color, color balance, contrast and background of photographic images.

#### **Gallery Participation:**

- "Emerging Artist Show" Annapolis, MD (April-May 20xx)
- "Restoring Resilience" Honors thesis installation in Loyola's Black Box Theater (December 4-15, 20xx)
- Showcased on Loyola University Maryland's campus (September-October 20xx)
- "Load of Fun Gallery" Loyola group exhibit (April 1-20, 20xx)

#### **Art Overcees**

2110 International Drive Wilmington, DE xxxxx

aovercees@loyola.edu (xxx) xxx-xxxx

#### **OBJECTIVE**

To obtain a summer internship with a non-profit organization related to international affairs, urban change and social justice.

#### **EDUCATION**

# Loyola University Maryland, Baltimore, MD

Expected 5/xx

Bachelor of Arts in Global Studies, Minor: Art History; GPA 3.0

Honors:

- National Residence Hall Honorary
- *Cura Personalis Award* Recognized as a student who embodies the Ignition ideal of care for the whole person through demonstrated service, leadership, and academic achievement
- Service Award Students with an outstanding number of service hours in the academic year
- Student Choice Award-ALIVE Given to students who pursue action, loyalty, integrity, values and excellence

# Katholieke Universiteit Leuven, Leuven, Belgium

9/xx-6/xx

Serve The City Leuven- Paint or garden monthly

### Ursuline Academy, Wilmington, DE

6/xx

National Honors Society Member, Student Council President, Captain of Volleyball and Lacrosse teams

#### **WORK EXPERIENCE**

# United Way of Delaware, Wilmington, DE

6/xx-8/xx

Summer Intern

- Participated in rotational program through the Finance, Resource Development, and Community Impact areas
- Assisted in planning fundraising event; Served as communication liaison between volunteers and set-up team
- Promoted Live United campaign
- Submitted a grant writing proposal for a Born Learning Trail
- Solicited partnership agencies to enhance outreach in Delaware

# **Loyola University Maryland - Office of Dean of First Year Students**, Baltimore, MD 9/xx-5/xx *Work Study*

• Performed duties of administrative assistant including computer data entry, data management of files, answering phones, e-mail correspondence, and front desk reception

#### **EXTRACURRICULAR ACTIVITIES**

| • | Relay For Life Committee- Publicity Team Member, Advocacy Co-Chair               | 1/xx-Present |
|---|--|--------------|
| • | Care-A-Van- Volunteer, Serve food to the homeless in Baltimore on a weekly basis | 9/xx-Present |
| • | Ad Majorem- Founding Member, Faith and service group                             | 1/xx-Present |
| • | Evergreens- First Year Orientation Student Leader                                | 2/xx-Present |
| • | Project Mexico- Team Member, International Service immersion program             | 1/xx         |
| • | Hispanic Apostolate Tutoring- Volunteer  | 1/xx-4/xx    |
| • | St. Ignatius Loyola Tutoring- Mentor   | 1/xx-12/xx   |

#### **SKILLS**

Proficient in Microsoft Word, Excel, Access, and PowerPoint Language proficiency in Spanish

# **Addy Subtract**

asubtract@loyola.edu • (xxx) xxx-xxxx

**Permanent Address** 347 Addition Lane Camillus, NY xxxxx

Campus Address
4501 North Charles Street, MS xxxx
Baltimore, MD 21210

#### **EDUCATION**

#### Loyola University Maryland

Baltimore, MD

Candidate for a Bachelor of Science in Mathematics, Actuarial Sciences concentration

May 20xx

Minor in Economics

- GPA: 3.39
- NCAA Division I Varsity Women's Rowing Team (09/xx-Present): Team Captain (20xx-20xx)

#### HONORS/ACCOMPLISHMENTS

- Presidential Scholarship Recipient (20xx-Present)
- Academic Dean's List (Fall 20xx, 20xx)

Summer Intern, Consumer Price Index Office

Metro Atlantic Athletic Conference (MAAC) All-Academic Team (20xx and 20xx)

#### RELEVANT EXPERIENCE

#### U.S. Bureau of Labor Statistics

Washington, DC

7/xx-8/xx

- Researched fresh fruit production and consumption in the U.S., determined how popular and prevalent each fruit was, and
  created a seven page report which compared the information obtained to the data sample used to calculate the Consumer Price
  Index
- Cleaned data on certain commodities obtained in the field and prepped them for Consumer Price Index calculations and modeling in Excel and SAS

#### EMPLOYMENT HISTORY

#### Loyola University Maryland, Office of Student Life

Baltimore, MD

9/xx-Present

- Desk Assistant/Campus Tour Guide
- Oversee entry into Butler Hall and sign in the guests of residents to ensure safety
- Provide tours of Loyola's campus to prospective students and their families

#### **MAC Source Communications, Incorporated**

Syracuse, NY

Accounts Payable Department, Clerical Assistant

9/xx-8/xx

- Matched vendor invoices to purchase orders, checked for accuracy and entered payment requisitions into company database
- Stuffed and stamped outgoing mail and assisted with other administrative tasks

#### **Town of Camillus**

Camillus, NY

Arts and Crafts Director

Summer xx-xx

• Planned crafts for 100 children ranging from 5-13 years old at two separate daycare sites and adapted activities based on age

#### LEADERSHIP EXPERIENCE/COMMUNITY SERVICE

#### **Student Athletic Advisory Committee (SAAC)**

20xx-Present

 Represent the Loyola Women's Rowing team in making MAAC conference decisions as well as student athlete policy decisions for the school

#### **Row for Humanity**

20xx-Present

• Raised over \$250 to benefit Habitat for Humanity

Relay for Life 20xx-Present

#### RELEVANT SKILLS

- MATLAB
- Microsoft Office (Excel, Word, PowerPoint)
- Basic understanding of high level programming language

# Ashja Law

alaw1@loyola.edu • (xxx) xxx-xxxx

**HOME ADDRESS** 

1600 Government Drive Cherry Hill, New Jersey xxxxx CAMPUS ADDRESS 4501 North Charles Street, MS xxxx Baltimore, Maryland 21210

# OBJECTIVE:

Seeking the Governor's Summer Internship position in Baltimore, Maryland.

#### **EDUCATION**:

#### Loyola University Maryland - Baltimore, Maryland

Bachelor of Arts in Political Science, minor in Philosophy and Asian Studies, expected May 20xx

- Honors: Dean's List (Spring 20xx, Fall 20xx). Overall GPA: 3.32
- Relevant Courses: Congress: The Legislative Process; Constitutional Law: Power in National Systems; Equal Protection Law; Thai Politics & Government

#### Assumption University of Thailand - Bangkok, Thailand

- Completed a Concentration in Political Science and Thai Civilization during the Fall 20xx semester
- Traveled extensively to other countries and participated in cultural experiences

#### Cherry Hill High School West – Cherry Hill, New Jersey

- Class of 20xx; Honor Roll, graduated within top 8 percent of class
- Four-year member of Varsity Girls' Swimming and Diving Team

#### **WORK EXPERIENCE:**

#### Loyola University Maryland: Office of the Vice President for Advancement - Baltimore, Maryland

Advancement Student Assistant (January 20xx-Present)

- Offer general office support and assistance to executives with the assignment of clerical work and intercampus mailings
- Welcome incoming guests to the office
- Assist with obtaining the signatures necessary to complete and mail donor letters

#### Janie and Jack - Marlton, New Jersey

Sales Associate (Fall 20xx-Spring 20xx)

- Developed customer awareness, human relations and retail merchandising skills
- Helped customers with clothing choices for children
- Assisted with the inventory process
- Processed incoming calls and located clothing for customers and other stores as needed

#### LEADERSHIP EXPERIENCE / ACTIVITIES:

#### Loyola University Maryland: Relay for Life – Baltimore, Maryland

Food Committee Chair (as of 20xx)/Member (20xx-Present)

- Coordinate and manage food donations for event attended by 1200 members of the Loyola Community
- Organize meetings and delegate tasks to Committee members
- Expand event/donor relations to increase community participation

#### Loyola University Maryland: Center for Community Service and Justice - Baltimore, Maryland

Program Participant, Spring Break Outreach (Springs 20xx, 20xx)

Volunteer Tutor, Cristo Rey Jesuit High School (Spring 20xx – Spring 20xx)

Program Volunteer, The Choice Program (Fall 20xx)

#### Loyola University Maryland: Campus Ministry - Baltimore, Maryland

Ad Maiorem (September 20xx-Present)

- Discern and share readings related to completed service opportunities

#### SKILLS:

- Limited proficiency in Spanish
- Microsoft: Excel, PowerPoint, Word

#### Theo Sisriter

8 Research Methods Court • Towson, MD xxxxx • xxx-xxxx • tsisriter2@loyola.edu

#### **EDUCATION**

#### Loyola University Maryland, Baltimore, MD

Bachelor of Arts, Psychology

Expected December 20xx

- GPA: 3.72
- Thesis: Problem focused Coping and Rumination as Moderators of the Association between Relational Aggression and Depression in Adolescents
- *Honors/Awards*: Psi Chi Honor Society (20xx-Present), National Society of Collegiate Scholars (20xx-Present)
- Related Course Work: Cognitive Assessment, Personality Assessment, Research Methods I and II, Advanced Abnormal Psychology, Computer Analysis of Psychological Data

#### RESEARCH EXPERIENCE

#### Lovola University Maryland, Department of Psychology, Baltimore, MD

Project Manager for Getting Along Project - Alison Papadakis, Ph.D and Beth Kotchick, Ph.D

20xx-20xx

- Organized and wrote Institutional Review Board application including writing scripts, editing consent and assent forms, and creating appendices for application.
- Created coding manual for all measures included in the study and developed procedure manual for data collection training and application.
- Organized and trained undergraduate volunteers for data collection and data entry.
- Arranged schedule for data collection with six Diocesan Middle Schools in the Baltimore Archdiocese.

#### PROFESSIONAL PRESENTATION

Brand, F., Sisriter, T., Stearn, P., & Weir, A. (20xx, May). *The role of prediction in haptic tracking:*Learning abrupt direction reversals. Poster presented at the 16<sup>th</sup> annual meeting of the Society for the Neural Control of Movement, Key Biscayne, FL.

#### **CLINICAL EXPERIENCE**

#### Sheppard Pratt Health System, Baltimore, MD

January 20xx-October 20xx

Mental Health Worker - Adolescent Male Crisis Unit

- Interacted with up to 20 adolescent males between the ages of 11 and 18 years old suffering from psychological and behavioral disorders including depression, oppositional defiant disorder, and psychotic disorders
- Facilitated daily therapeutic, team building, and treatment goals groups.
- Completed daily reports regarding patients' safety, health, mood, and compliance to treatment plan.
- Maintained a safe and therapeutic environment on the unit for all patients, staff, and visitors.

#### Boys Hope Girls Hope, Baltimore, MD

20xx-20xx

Live-in Residential Counselor

- Monitored the daily routines of 12 academically-motivated, low socioeconomic status adolescents while maintaining a safe, supportive, and academically focused family-like environment.
- Acted as primary counselor for five scholars, which involved scheduling various types of appointments, measuring academic success, mentoring, and modeling lifestyle.
- Facilitated parental contact between scholar and parents, while working with parents to improve quality of life.

#### **COMPUTER SKILLS**

- Knowledge of SPSS including syntax, descriptive statistics, chi-squared analysis, one-way ANOVA, MANOVA, and regression analysis
- Experienced with Microsoft Excel, Word, and PowerPoint

# **Audrey Heeres-Well**

AHEERESWELL@LOYOLA.EDU

(xxx) xxx-xxxx

**Permanent Address:** 

12 Hearing Road Elizabeth, NJ xxxxx **Current Address:** 

4501 North Charles Street-MS xxx Baltimore, MD 21210

#### EDUCATIONAL BACKGROUND

Loyola University Maryland, Baltimore, MD: January 20xx-May 20xx

- Candidate for a Bachelor of Arts, Speech-Language Pathology/Audiology: May 20xx
- Member, National Student Speech Language Hearing Association: 20xx-Present

#### RELEVANT EXPERIENCE

#### Loyola University Speech and Audiology Clinical Center, Baltimore, MD

Audiology Intern: January 20xx-Present

- Perform audiometric testing procedures including otoscopy, tympanometry, pure tone audiometry, and speech audiometry under the supervision of Kathleen Ward, M.S., CCC-A
- Create professional written reports describing the methodology and results of administered tests

#### **National Student Speech Language Hearing Association**

Social Chair: 2009-Present, Member: 20xx-Present

- Develop and organize a mentoring program for students as part of the speech major
- Organize fundraisers, such as a kickball tournament with Operation Smile

Mentor: 20xx-Present

- Assist Speech-Language Pathology/Audiology students with coursework, scheduling and planning
- Work with a transfer student to have credits approved and develop a plan for her to graduate in four years

#### Clinical Observation Hours, Baltimore, MD

- Obtained 25 clinical observation hours
- Observed an audiological evaluation and therapy for pediatrics and geriatrics

#### American Speech Hearing Association Conference, New Orleans, LA

Exhibitor: November 20xx

• Familiarized potential buyers with *The Sentence Shaper*, program developed for the Aphasic Community

#### **COMMUNITY SERVICE**

#### Marist Youth Group: 20xx-Present

Marist Youth Regional and World Service Advisory Committee, Secretary: 20xx-Present

• Implement ideas gathered from annual retreat and investigate new programs to assist with local events

Marist Youth World Service Advisory Committee: 20xx-Present

- Assist in developing international service opportunities for Marist young adults in Guam, Mexico, and Canada
- Develop plans for annual Marist world conference
- Prepare and examine programs to assist with events happening across the world
- Establish contacts with the Marist Brothers in Haiti to provide support and supplies, and investigating opportunities for a service trip to Haiti

Young Adult Leader, Encounter Christ Retreat: 20xx-Present

- Lead groups of 8-15 high school students through an Encounter Christ retreat
- Present on life experiences to the large group and lead discussions that followed
- Assist with reconstructing retreats based on feedback

Young Adult Leader, World Conference: 20xx-Present

- Facilitate discussion and assist in planning annual programs for Marist schools throughout the United States, Canada, and Mexico
- Talk with participants about their past year to assess their school experience
- Evaluate service opportunities available at schools and work to make adjustments as needed

Member: 20xx-Present

#### Ryan's Toy Round-Up, Mountainside, NJ: 20xx-Present

- Organize a toy-drive on the east coast to donated to the Children's Specialized Hospital
- Set and exceeded a goal of 600 toys to be donated

#### Edenwald Nursing Home, Towson, MD: Spring 20xx

• Communicated with a person with dementia utilizing the necessary skills

#### Maryland School for the Blind, Baltimore, MD: Spring 20xx

• Assisted children with physical disabilities in a recreational setting

# The Club at Collington Square, Baltimore, MD: Spring 20xx

Provided academic and emotional support to children ages 5-14 in an afterschool program

#### Villa Maria, Baltimore, MD: Spring 20xx

• Assisted children with emotional behavioral issues in a school setting

# Esperanza Center, Baltimore, MD: Fall 20xx

• Provided immigrants in the Baltimore metropolitan area with ESL tutoring services utilizing Spanish

#### Gallagher Services, Baltimore, MD: Spring 20xx

• Worked with individuals of the aphasic community

#### EXTRACURRICULAR INVOLVEMENT

Volunteer, Relay for Life

*Team Captain:* 20xx-Present *Member:* 20xx-Present

Volunteer, **Operation Smile:** 20xx-Present *Member*, **Lovola Gaelic Club:** 20xx-Present

Member, Nasty Daughters of St. Brigid, Women's Irish Group: 20xx-Present

Member, Loyola Varsity Rowing: 20xx-20xx

#### **SKILLS**

Proficient in Word, Excel, PowerPoint Conversational knowledge of Spanish

#### Ed I. Tore

**Campus Address** 

4501 North Charles Street, MS xxxx Baltimore, MD 21210 eitore@loyola.edu **Home Address** 

450 Writers Block Medfield, MA xxxxx xxx.xxx.xxxx

**EDUCATION** 

Loyola University Maryland – Baltimore, MD

Expected May 20xx

Bachelor of Arts in Writing, Minor in English. GPA: 3.60

Awards: Dean's List, Fall 20xx-Present; Community Service Award, Fall 20xx

Assumption University of Thailand - Bangkok, Thailand

May – November 20xx

**EXPERIENCE** 

Loyola University Maryland, The Greyhound - Baltimore, MD

News Editor

Spring 20xx – Present Fall 20xx – Present

- Brainstorm and assign stories to writers as well as write weekly news articles
- Compile information necessary to write the weekly police blotter and world news briefs
- Contribute to the layout and design of the news section as well as distribution of the paper

Assistant News Editor

Spring 20xx

- Wrote news articles focused on issues facing Loyola University and student organizations
- Participated in training sessions to prepare for News Editor role

Loyola University Maryland, Center for Community Service and Justice - Baltimore, MD

Fall 20xx - Present

Student Assistant

- Organize marketing materials for various programs including the Non-Profit/Community Service Fair
- Oversee the Bridge Project, which educates individuals in the prison or corrections system with their spiritual journey
- Tally earnings from weekend masses to later be distributed to community organizations
- Update various office documents concerning poverty statistics in Baltimore, and assist with administrative tasks.

Loyola University Maryland, Writing Department - Baltimore, MD

Fall 20xx – Spring 20xx

Student Assistant

- Assembled mailings for professors and evaluation packets for each course in the department
- Helped professors with tasks such as copying materials for class, organized syllabi filing system
- Compiled incoming reimbursement faxes and receipts from faculty travel and guest speakers

Taylor's Stationary – Needham, MA

November 20xx – January 20xx

Holiday Temp Clerk and Sales Associate

- Worked on the sales floor assisting customers, arranged display windows, and handled the register
- Received and priced inventory to be displayed on the sales floor, and maintained stock and replenished items

LEADERSHIP EXPERIENCE

#### Connections Pre-Orientation Program – Baltimore, MD

Fall 20xx, Fall 20xx

Mentor/Facilitator

- Organized a service day for all the participants and coordinated details with local agencies
- Facilitated retreat day and presented a spiritual talk to all the first year students

Spring Break Outreach

Site Leader - Violet, LA & Participant - Waveland, MS

20xx & 20xx

- Organized selection and interview process for the overall program, and assisted with recruiting of participants
- Scheduled and ran weekly meetings addressing issues related to the Gulf Coast and Violet, Louisiana
- Helped with advertising and planning orientation and educational programs for the group
- Coordinated all logistics with the volunteer site
- Wrote small articles for a post newsletter sent out to the family and friends of participants