

Samples of Work Experience

SPORTS STAFF

- Planned comprehensive sports curriculum for 100 campers
- Provided instruction in sporting techniques through effective verbal communication and physical enactment
- Designed innovative approaches to ensure equal participation of all involved campers

CAMP COUNSELOR

- Supervised a special-needs camper's engagement in daily camp activities
- Developed a specialized agenda and facilitated group activities
- Received "Staff Member of the Session" award three times

UNDERGRADUATE RESEARCH ASSISTANT

- Selected for faculty research project with Undergraduate Director of Government & Politics department
- Assembled comprehensive database of U.S. Supreme Court briefs
- Analyzed approximately 1,500 Supreme Court Amicus Curiae Briefs
- Recruited and scheduled over 20 students for research experiments
- Coded and organized primary research results onto Excel spreadsheets

CUSTOMER SERVICE REPRESENTATIVE

- Directed phone calls and scheduled appointments
- Trained over 10 new student employees
- Communicated with customers to address inquiries, researched accounts and recorded resolutions

RETAIL SERVICES

- Assured customer satisfaction and diffused stressful situations with customers
- Trained new employees on a touch screen computer program for cashiers
- Presented promotional information and made recommendations based on customer needs

TEACHING ASSISTANT

- Facilitated classroom discussions for two sections of 20 students each for Sociology of Gender course
- Graded quizzes and reflective journals
- Met with students daily to answer questions and provide feedback on papers and assignments

TALENT SCOUT ASSISTANT

- Initiated contact with up and coming artists for possible representation
- Helped promote and distribute artists in both physical and digital markets
- Reviewed and edited proofs of social media, advertisements and other marketing projects
- Managed the benefit Youth Concert Series that attracted 200 attendees

SALES ASSOCIATE/VISUALS COORDINATOR

- Aided customers in finding proper sizes, assembling outfits and finalizing purchases
- Represented the brand through personal presentation and positive interactions
- Designed and constructed visual layouts including bust forms, window displays, floor sets and lighting

SERVER

- Selected by management to train new servers on operations and customer service
- Provided quality customer service in a fast-paced environment (at least five tables per hour)

RESIDENT ASSISTANT

- Planned three community development programs per semester for 150 residents
- Referred residents to campus services and programs
- Gained crisis management and conflict mediation skills
- Served as liaison between University residents and Resident Life administrators
- Logged judiciary, maintenance and program evaluation paperwork

STUDENT OFFICE ASSISTANT

- Provided administrative and programmatic support to office events
- Designed print and electronic promotional materials for direct distribution and Twitter posts
- Coordinated AV and room set up for workshops and panels
- Greeted program attendees and processed event registrations
- Responded to phone and email inquiries regarding events and services
- Performed data management including evaluation compilation and report generation