

# SALLY STUDENT

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11145 Seventh St., Apt. 4, Conway, SC 29526 \* 555-555-5555 \* [student@coastal.edu](mailto:student@coastal.edu)

**EDUCATION: Bachelor of Science, Psychology** Anticipated May 2023

Coastal Carolina University, Conway, SC

Cumulative GPA: 3.75/4.00 Major GPA: 3.7/4.0

Specialized course work includes research design and analytical psychology, statistics for psychology, computer science courses.

**Study Abroad**

August 2020-February 2021

America Field Service, AFS Austria

Explored Austrian culture for more than six months and gained an appreciation for new cultures, languages, and education systems.

**EXPERIENCE: Office Assistant**

March 2021-Present

Center for Student Enrichment, Coastal Carolina University

Performed general office duties, including computer data entry, record keeping, filing, telephone and in-person communication, and mailings. Assist first-year students with transition into university. Assist Student Government Association with marketing the organization.

**Teacher's Assistant**

May 2020-August 2020

The Crayon Club, Conway, SC

Aided the head teacher with a class of 5+ boys with moderate to severe autism.

**Orientation Student Assistant**

November 2018-July 2020

Academic and Career Advisement Center, Coastal Carolina University

Assisted with the development for the spring and fall orientation programs.

**ACTIVITIES: Orientation Team Leader**

Summer 2021

Academic and Career Advisement Center, Coastal Carolina University

Attended the 2007 Mid-Western Regional Orientation Workshop. Worked with a team of 30+ members. Facilitated a group of 30+ first-year students and assisted with their transition into the university.

**President of LYNX**

August 2021-June 2022

Omega Phi Chi, Kappa Chapter

Facilitated weekly meetings and coordinated activities, outings, and fundraisers for LYNX.

**SKILLS:**

Fluent in: German and French

Conversational Spanish

Computers: Microsoft Office, Adobe Photoshop

Organizational and time-management skills