**FRANCES WILLARD**

1234 Learning Lane, Fredericksburg, VA 22407/ (555) 123-4567/ fwillard@gmail.com

***EDUCATION*** May 2019

**University of Mary Washington (UMW)**,Fredericksburg, VA

Bachelor of Arts in Sociology with a Minor in French

GPA: 3.85

***SERVICE AND LEADERSHIP***

*Treasurer*, Student Entrepreneurs Association, UMW September 2015-Present

* Research organization funding on behalf of MW Global, a nonprofit in Washington, D.C.
* Provide free consulting services to students interested in start-ups.
* Manage club’s annual budget of $1,000, tracking and approving all purchases.

*Lead Volunteer Tutor,* Bragg Hill Family Life Center, Fredericksburg, VA September 2015-Present

* Tutor students of varying grade levels (between 1st and 12th grade)
* Taught material in multiple subjects, including English, Spanish, Mathematics, History, and Literature
* Worked with students diagnosed with learning disabilities, anxiety, and other disorders.

*Community Volunteer,* Habitat for Humanity, Fredericksburg, VA October 2014-October 2015

* Assisted in building homes to benefit local communities and provide low-income housing.
* Planned and promoted three successful fundraising events including a silent auction.
* Launched an initiative that collected contributions of gently used furniture and other household items to sell in the Habitat Humanity store.

***WORK EXPERIENCE***

*Career Ambassador,* UMW Career Center*,* Fredericksburg, VA August 2015-Present

* Work as event staff for career fairs, employer sessions, and admissions events.
* Create flyers and other marketing materials to promote events.
* Act as front desk liaison, answering questions from students, faculty, employers, and staff.

*Intern****,*** James Smith Library, Fredericksburg, VAAugust 2015-August 2017

* Communicated with library patrons, answered phone calls, updated and maintained information on the library database.
* Assisted patrons with library materials and general inquiries.
* Helped organize and run the annual children’s summer reading programs: created craft projects for each week, researched and executed games based on weekly themes, kept organized chart of attendance statistics.

*Lifeguard,* Winston Sports Club, Somerset, PA (seasonal) May-August 2014

* Guarded pool independently; monitored pool operations; opened and closed facilities during each shift.
* Managed social media for the facility, including posting hours, updates, and events.
* Helped train a team of four new staff members.

***SPECIAL SKILLS***

* Proficient in writing, speaking, and reading French.
* Microsoft Office certified.
* Familiar with Wordpress, Canva, Adobe Illustrator, Facebook, Instagram, Twitter, LinkedIn.
* American Heart Association CPR and AED certified 2018.