

# FRANCES WILLARD

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## **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 1<sup>st</sup> and 12<sup>th</sup> 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, VA August 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.