

Burton Tower

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Education

University of Michigan, Ann Arbor, MI

December 20XX

Bachelor of Arts in Psychology with Honors Minor: Human Communication Disorders

Employment

Student Organization Advisor

November 20XX – June 20XX

UMich Center for Campus Involvement, Ann Arbor, MI

- Served as the point of contact and assisted students in the process of registering their student organization at UMich
- Provided information and training on the resources available to students and their organizations
- Supervised a 5-person student staff in the graphic design center to create promotional marketing materials
- Coordinated the Golden Wolverines event, an award ceremony that recognizes the achievements made by student orgs and advisors
- Organized Wolverine Spotlight luncheons which awarded students for their monthly accomplishments within their student orgs
- Participated in professional development opportunities provided by the Center for Campus Involvement in order to strengthen transferable workplace skillset

Admissions Counselor, Intern

September 20XX – June 20XX

UMich Office of Admissions, Ann Arbor, MI

- Presented on behalf of UMich to prospective students and parents weekly throughout the Fall and Spring
- Traveled to college fairs and high schools to actively recruit for UMich
- Developed and executed a special admissions event in collaboration with a spring concert to increase matriculation rates
- Met with prospective students and families to answer any questions regarding the admissions process and help with transitioning

Student Ambassador, Telecounseling Coordinator

January 20XX – December 20XX

UMich Student Ambassador Office, Ann Arbor, MI

- Connected perspective students and their families to the University through campus tours & phone calls
- Led campus tours of 10-40 people to inform prospective students of campus programs and amenities
- Trained and managed over 40 Student Ambassadors in the Telecounseling Department
- Managed employee schedules and training with Co-Coordinator to ensure no logistical mishaps with scheduling

Leadership & Volunteer Experiences

Site Leader

March 20XX – May 20XX

UMich Alternative Spring Break, Ann Arbor, MI

- Led 6 different student volunteer trips to various volunteer sites nationwide
- Volunteered to benefit social issues including poverty, children's health, refugees, homelessness, and mental illness
- Planned trip details including travel, housing accommodations, volunteer schedule, and leisurely activities
- Facilitated pre-trip and post-trip meetings with volunteer groups

Site Coordinator

March 20XX – March 20XX

UMich Alternative Spring Break, Ann Arbor, MI

- Scheduled and coordinated over 20 volunteer sites nationwide for 200+ UMich student volunteers
- Communicated professionally with housing facilities nationwide to set up accommodations for student trips
- Attended regional conference to network with other universities and gain insight to improve the organization

Volunteer Coordinator

December 20XX – February 20XX

Volunteer Kalamazoo, Kalamazoo, MI

- Scheduled and coordinated over 50 volunteers for Volunteer Kalamazoo's annual event "Eat, Drink, Give"
- Worked closely with food and drink vendors to organize volunteer needs for their various booths
- Utilized digital communication skills to recruit and organize volunteers through social media and targeted marketing strategies

Awards and Recognition

- Student Leader of the Year Nominee, University of Michigan, 20XX-20XX
- Legacy Award, UMich Student Ambassador Program, Spring 20XX
- Heart and Soul Award, Michigan Campus Compact, Spring 20XX
- Dean's List, University of Michigan, 4 semesters