

# Lane Hall

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## Education

### University of Michigan Ann Arbor, MI

Bachelors of Arts in English with emphasis on Political Science

May 2011

Major GPA: 3.5/4.0

Overall GPA: 3.2/4.0

Matthews Endowed Scholarship (Academic)

August 20xx

## Work Experience

### The Career Center, University of Michigan

September 20xx- Present

Information Desk Assistant

- Assessed the needs of students in order to provide the best service possible while maintaining confidentiality
- Aided supervisors with job and career fairs by organizing data onto computers and marketing the events throughout campus
- Answered multi-lined phones while accommodating walk-in customers by always providing avenues and options for customer's concerns
- Simultaneously worked and maintained a full academic course load

### University Housing- Lawyers Club

September 20xx- September 20xx

Food Service Worker

- Satisfied customers in a fast paced environment by keeping a steady flow of traffic
- Maintained, organized and cleaned workspace surroundings in order to keep a satisfactory environment
- Accomplished tasks Independently
- Gained communication skills essential for pleasing customers

## Additional Experience

### The Michigan Daily

August 20xx-January 20xx

Writer

- Conducted interviews which were important for gathering necessary information to produce newsworthy stories
- Wrote news stories that entertained and informed audiences, while meeting strict deadlines
- Highlighted campus community events essential for providing students with the information needed to succeed in a diverse society

### Academic Course

Journalism-Writing News for Publication

September 20xx

- Developed journalistic writing skills essential for all types of press materials
- Gained a deeper understanding of media operations in regards to obtaining and providing newsworthy information

English-Art of the Essay

September 20xx

- Developed excellent writing skills and strong critical-thinking skills through reading literature written by prominent authors and writing essays for weekly assignments
- Enriched my knowledge on different types of writing skills through analyzing texts by important authors

### Peer Mediation

August 20xx- June 20xx

Vice President (20xx-20xx)

- Helped students solve problems without resulting to violence as a facilitator between disputants
- Publicized peer mediation services through advertisements
- Coordinated social activities and events that promoted peace over violence

## Volunteer Work

### Support for Incoming Black Students (SIBS)

September 20xx-Present

Mentor

- Supported a first year African-American student by providing advice and the resources necessary for the student to achieve academic success at The University of Michigan
- Established a personal relationship with the student and encouraged social communication with other groups and individuals

### Be Excited About Reading (BEAR)

January 20xx-Present

Volunteer

- Enriched the minds of fourth and fifth grade students by reading books to them
- Helped students develop critical reading skills essential for an academically successful future

### Literature Science and Arts Philanthropy Program

January 20xx-Present

- Participated in fundraising efforts to aid high school students attending math and science summer programs at the University of Michigan