

Jane Doe

CURRENT ADDRESS: 100 Wartburg Blvd. ➤ Wartburg College Box 555 ➤ (555) 555-5555

PERMANENT ADDRESS: 555 Street Waverly, Iowa 50677 ➤ jane.doe@wartburg.edu

EDUCATION

Bachelor of Arts in Psychology

May 2010

Wartburg College, Waverly, IA Cumulative GPA: 3.566/4.0

Minors: Community Sociology, Spanish, and Art

LANGUAGE SKILLS

- Proficient in conversational Spanish (Study Abroad: Cuernavaca, Mexico, May 2007)

RESEARCH EXPERIENCE

- Advanced Research Methods & Data Analysis, Wartburg College Sept. 2007 – May 2008

Independent Research Topic:

Social comparison of siblings & peers on academic performance & achievement motivation

- Edited and submitted protocols and other required research documentation.
- Obtained informed consent of from all research subjects.
- Performed descriptive and multivariate statistical analyses of data, using SPSS.
- Verified the accuracy and validity of data entered in databases.
- Prepared tables, graphs, fact sheets, and written reports summarizing research results.
- Developed and implemented a step by step process to maintain quality control.
- Conducted library and internet-based research based on research topic.
- Presented research findings to campus community.
- Accepted to present at Midwestern Psychology Association Conference, Chicago, IL, April 2009

LEADERSHIP EXPERIENCE

- Student Ambassador Sept. 2008 – Present
 - Assist college admissions directors in recruiting prospective students
 - Participate in panels where Wartburg students share their experience to the prospectives
 - Give tours of the college campus to prospective students
- Gospel Choir: Voices of Praise member – Wartburg College Sept. 2008 - Present
 - Rehearse twice a week
 - Perform around Iowa throughout the year
- Student Athlete – Wartburg College Track & Field Sept. 2007 – Present
 - Encourage and motivate team members
 - Improvement with time management skills between academics and athletics

WORK EXPERIENCE

- Spanish Tutor, 3rd grader: Waverly, IA June 2008 – August 2008
 - Taught Spanish to a young girl once a week
 - Organized and structured creative lesson plans
- Big Brothers Big Sisters Intern: Waverly, IA June 2008 – Sept. 2008
 - Called references for big brothers/sisters background check
 - Acquired paperwork for background checks and interviews

WORK EXPERIENCE CONTINUED

- Admissions counselor assistant: Wartburg College, Waverly, IA Fall 2007 – Present
 - Organize high school visits
 - Send information to high school students interested in Wartburg
 - Call prospective students

- Pharmacist Technician: Meyer Pharmacy, Waverly, IA June 2007 – January 2008
 - Answered the phone and helped customers order and receive their prescriptions
 - Filled and prepared the prescriptions for the pharmacist to check
 - Filled, cleaned, and maintained the robot that fills I utilized for some of the prescriptions

- Transaction Banker (Teller): 1st National Bank, Waverly, IA June 2006 – February 2007
 - Performed transactions with customers in person, in the drive up, and on the phone
 - Was able to answer any questions customers may have had
 - Confidentiality and security of all account and personal information of customers and the bank was maintained

- Child Caretaker: Waverly, IA 2003 – 2008
 - Transported the two boys to Parks and Recreation activities
 - Prepared meals and helped them with their homework
 - Reinforced their summer chore list and helped them expand their education by practicing school subjects in the summer

REFERENCES

Dr. Shaheen Munir
Professor of Psychology
Work: 319-352-8458
shaheen.munir@wartburg.edu

Melinda Pitt
Big Brothers Big Sisters Mentor Coordinator
Work: 319-352-2813
melinda@iowabigs.org

Alan Johnson
Wartburg College Admissions Counselor
Work: 319-352-8473
alan.johnson@wartburg.edu

Bill and Beth Havlovic
Home: 319-352-3990