



UNDERGRADUATE RESUME EXAMPLES

Rowdy Raider

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EDUCATION

Wright State University, Dayton, OH
Bachelor of Arts in Anthropology, Minor in History
GPA 3.75

April 2016

HONORS

Dean's List with High Honors, Fall 2012, Spring 2013, Fall 2013, Spring 2014, Fall 2014, Spring 2015, Fall 2015, Spring 2016; **Employee of the Year** at Wendy's, 2014; **Employee of the Month** at Wendy's, June 2013, September 2015

RELATED EXPERIENCE

Intern for the Special Collections and Archives at Wright State University, Dayton, OH January 2016-Present

- Creating a more efficient organizational system through the cataloguing of clippings and photographs from the Dayton Daily News and the Journal Herald
- Analyzing cassette tapes and sorting them into acid free archival boxes
- Cleaning, wrapping, and properly storing ledgers, cash books, and estate books from the early 1900s

Scale-Up Learning Assistant for Dr. Amelia Hubbard at Wright State University, Dayton, OH September 2015-Present

- Facilitating active learning through the weekly tutoring of students in Introduction to Biological Anthropology course
- Tutored 25 students have shown improvement in their grades

Co-President of Wright State University's Anthropology Society, Dayton, OH September 2015-Present

- Organizing open houses for students to visit the Anthropology Laboratory and meet faculty as well as other students in the major
- Informing anthropology majors of upcoming events via email and Facebook

Supervisor for Dr. Robert Riordan at the Fort Ancient State Memorial, Oregonia, OH June 2015-August 2015

- Successfully managed archaeological excavations of several units
- Transcribed features and textures of the units onto maps and feature forms
- Instructed 5 volunteers to dig, map, and sift units in order to preserve archaeological data
- Teamed with Dr. Riordan and the other supervisors in interpreting features

Volunteer for Logan Miller at Wright State University, Dayton, OH September 2014-March 2015

- Accessioned the pedestrian surveys from previous field schools into the Ohio Archaeological Inventory (OAI) database
- Provided assistance in the classroom when conducting curriculum based group lessons

Volunteer for Dr. Robert Riordan at Fort Ancient State Memorial, Oregonia, OH May 2014-June 2014

- Effectively excavated within measured units
- Developed maps of plan views or profiles
- Participated in a pedestrian survey
- Sifted for artifacts

ADDITIONAL EXPERIENCE

Cashier, Red Lobster, Dayton, OH

June 2013-December 2014

CERTIFICATIONS

NAUI SCUBA Diver

November 2014

SKILLS

Computer: Microsoft Word, Microsoft Power Point, and Microsoft Excel

Language: Spanish (Ability to converse, read, and write with medium proficiency)

Sam R. Raider

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EDUCATION

Wright State University, Dayton, OH *April 2017*
B.S. in Urban Affairs concentrating in Nonprofit Management, Minor in Business, GPA: 3.52/4.0

HONORS/AWARDS

University College Dean's List *August 2013*
College of Liberal Arts Dean's List *August 2015*

RELATED EXPERIENCE

St Jude's Dental Cooperative, Vieux Fort, St Lucia/Sidney, OH

Volunteer *August 2015 – Present*

- Serve on the Board of Directors and offer continued support of the organization
- Volunteer time to package and ship medical equipment for use by the St Jude's dental clinic
- Collect data and assure completion of documents for the organization to receive a 501©3 status

Samaritan Works Inc., Sidney, OH

Volunteer *July 2015 – Present*

- Re-design organization's Facebook page in order to promote their success in the community
- Effectively execute a social media campaign, increasing Facebook fans by 67.05% and successfully raising \$2,610
- Train Executive Director on the effective use of social media and audience outreach

Smiles of Hope, Tanzania, Africa/ Sidney, OH

Volunteer *December 2014 – Present*

- Utilize successful multicultural skills through volunteer trips to the Angel House Orphanage in Tanzania
- Correspond through social media with the orphanage to view progress and share information with donors
- Compose a grant for the building of a Tilapia fish pond and successfully raised \$2,500 for the organization

Nonprofit Administration Course, Department of Urban Affairs, Wright State University, Dayton, OH

'US 4 THEM' Executive Director *June 2013*

- Collaborated with a team to create a nonprofit organization that would meet an unmet need in the community
- Researched potential funding, created a mission statement, and collected information on legal structures
- Designed an organized binder including all documents that were presented on and submitted for a grade

Growth International Volunteer Excursions (GIVE), Zanzibar, Tanzania, Africa

Volunteer *July 2013*

- Built relationships through the teaching of English lessons to the local community members
- Teamed with other volunteers to build an environmentally sustainable community school
- Immersed and engaged in a new culture through group excursions on the island

ADDITIONAL EXPERIENCE

Administrative Assistant, Alvetro Orthodontics, Sidney, OH *June 2012 – Present*

Volunteer, We Care Arts, Kettering, OH *January 2013 – March 2013*

After School Mentor/Tutor, Big Brothers Big Sisters of Shelby County, Sidney, OH *August 2012 – March 2013*

LEADERSHIP ACTIVITIES

WSU Collegiate Chapter of the Association of Fundraising Professionals *January 2016 – Present*

WSU Nonprofit Leadership Alliance (Events Committee Member & Chair) *August 2015 – Present*

CERTIFICATIONS

Certified Nonprofit Professional *April 2016*

SKILLS

Software, Web Tools: Microsoft Word, Excel, PowerPoint, and Outlook; Google Drive; social media tools such as Facebook, Twitter, GroupMe and Instagram.

Jordan W. Raider

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EDUCATION

Wright State University, Dayton, OH
B.A. in Communication Studies, G.P.A 3.0

April 2016

AWARDS & HONORS

Victoria's Secret: Special Service Award
Community Action Council: Special Service Award

January 2016
August 2015

RELEVANT COURSEWORK

Social Media & Branding, Interpersonal Communication, Small Group Communication, & Dispute Resolution

RELEVANT EXPERIENCE

Victoria's Secret, Beavercreek, OH

Sales Support Generalist

April 2014-Present

- Contributing to sales growth by regularly exceeding sales goals
- Effectively implementing corporate office marketing and advertising strategies
- Recognized by clients and supervisors for outstanding customer service
- Leading and supporting selling team during seasonal events to maintain a consistent flow of business

Hardees, Beavercreek, OH

Cashier

September 2013-March 2014

- Monitored, directed, and prioritized all store front end activities in a fast paced high volume traffic retail environment
- Monitored sales activities to ensure that customers receive satisfactory service and quality goods
- Resolved complaints promptly and professionally
- Cross-trained 5 team members and coordinated scheduling to ensure seamless service

Community Action Council, Steubenville, OH

Receptionist in the Mayor's Office

May 2013-December 2013

- Effectively maintained and updated filing, mailing and database systems, both manually and on computer
- Welcomed visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Informed community of upcoming events by creating flyers and brochures for organizations
- Answered a multi-line phone system to assist clients with appointments, questions, and taking detailed messages

COMMUNITY ENGAGEMENT

Change the Status Quo Camp, YMCA, Columbus, OH

Youth Counselor Volunteer

June 2013-August 2013

- Assisted in the coordination of various summer projects, field trips, and road events for children ages 6-14
- Successfully performed conflict resolution between camp participants which prevented possible termination from participation of camp privileges
- Mentored and tutored 25 children on math, reading, and speech
- Worked closely with professional staff to ensure that the individual needs of each camper were met to their satisfaction

SKILLS

Software, Hardware, Web Tools: Microsoft Office, Social Media & blogging platforms

Languages: Spanish (Basic understanding of written and oral Spanish)