



YOUR NAME HERE

youremail@gmail.com

(716) 555 - 9876

Height: 6'

Eyes: Blue

Hair Color: Brown

Weight: 220lbs

Education: SUNY Fredonia

Degree: B.F.A Acting

Theatre (Selected Roles)

Bad Jews	Liam	Fredonia Theatre & Dance
Twelfth Night	Feste the Fool	Fredonia Theatre & Dance
Macbeth	Seyton	Shakespeare in Delaware Park
Eurydice	Father	Fred Performing Arts Company
Fahrenheit 451	Chief Beatty	French Woods Theatre Festival
Balm in Gilead	Bob	Fredonia Theatre & Dance
Man Who Came To Dinner	Dr. Bradley	Fredonia Theatre & Dance
What She Found There	John	Fredonia One Act Festival

Musical Theatre (Selected Roles)

Guys & Dolls	Sky Masterson	Sullivan County Dramatic Arts
Company	David	French Woods Theatre Festival
Shrek	Shrek	French Woods Theatre Festival
Cats	Old Deuteronomy	French Woods Theatre Festival
Smile	Big Bob	French Woods Theatre Festival
Jekyll and Hyde	Sir Danvers	French Woods Theatre Festival
Spamalot	Sir Bedevere	French Woods Theatre Festival
Mack and Mabel	Fatty Arbuckle	French Woods Theatre Festival

Special Skills:

Combat: Broadsword Quarterstaff Rapier/Dagger Unarmed Single Sword
 Ear for Dialects Impressions Juggling Children's Magic Bike Riding Whistle
 Snap Plus Size Tuxedo Model Improvisational Training Dance Tennis

Jane Doe

(555) 553-2488 | JaneDoeManagement@gmail.com

Professional Summary

Ambitious and creative entrepreneur with experience in management, production, licensing, and statistical analysis. A self-starting innovator who consistently takes the initiative to promote positive organizational change, thereby leading to growth and progress. Strong communication skills with an understanding of implementing differentiated communication methods when dealing with various consumers, demographics, press, investors and financiers, corporate boards, and colleagues.

Music Business Background

Project Manager

August 2015 – Present

HAIL! Fredonia Records

- Conceive, develop, and orchestrate events that serve to benefit our partner not-for-profit organization, WhyHunger.
- Spear-headed the Music to Nourish Philanthropy Dinner and raised over \$3,100 for WhyHunger with a black tie event that included three live performances, a raffle, silent auction, and an elaborate four-course Thanksgiving dinner.
- Manage all members of the label and instruct members on proper data collection, statistical analysis, marketing tools, time management, writing skills, proper email construction, and proofread all materials before release.
- Exceptional communicator who effectively and diplomatically conveys information verbally and in writing.
- Highly analytical thinker with demonstrated talent for analyzing, improving, and streamlining work processes.
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

Business & Artist Manager

August 2014 – Present

Nia Drummond

- Craft, program, and sustain the Nia Drummond website [www.niadrummond.com].
- Collaborate with artist to develop marketing and publicity plans to accelerate her career.
- Control all aspects of social media and have increased reach, likes, and engagements by 92.8% in 12 months.
- Executive producer of projects such as sound recordings, photo shoots, and music videos on a controlled budget.
- Compose press releases, photo releases, blogs, web content, contracts, licenses, proposals, grants, and graphics.
- Adaptable, mobile, positive, resilient, patient risk-taker who is ambitious to explore and implement new ideas.

Talent Showcase Coordinator & Administrative Intern

June 2014 – Present

Kingdom Bound Music Festival

- Create, develop, and maintain the Kingdom Bound Talent Showcase website [www.kbtalentshowcase.com].
- Hire and manage 20 interns to conduct social media, inquiries, artists and repertoire, and promotional work.
- Negotiate contract agreements with performers, agents, and production companies as well as write legal and binding terms, conditions, and agreements.
- Record, proofread, and organize invoices, presentations, publications, reports and other relevant material.
- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches interns to meet high performance standards and educate them about various genres of music.
- Computer-literate performer with extensive software proficiency covering a wide variety of applications and coding.
- Manage all Kingdom Bound social media accounts during the festival and organize interns to effectively capture the essence of the company while creating a marketing strategy aimed toward the targeted and pertinent demographic.

Education

Bachelor of Science and Bachelor of Arts, May 2016

Fall 2012 – Present

Majors: Business Administration – Music Industry & Vocal Performance

State University of New York at Fredonia

GPA: 3.8

General Management Experience

Business Manager

January 2013 – Present

Dynamic Intonation

- Coordinate and organize events: concert dates, venues, accommodations, and transportation.
- Plan and implement fund-raising and promotional activities on a controlled budget.
- Plan and schedule rehearsals and performances, and arrange details such as location and time management.
- Collaborate with other members of the executive board to apply for grants, develop a budget, negotiate contracts, and design promotional materials to be used via social media and person-to-person contact.

Restaurant Manager

October 2014 – August 2015

Pizza Hut

- Supervise all areas of operations during scheduled shifts and ensured smooth coordination of between the back-end and front-end activities.
- Regulate inventory, supplies, customer complaints and queries.
- Monitor procurement, storage, preparation, cooking, handling, and serving of food.
- Balance finances at the end of each day and record all credits and debits in the system.
- Train new team members on various protocols, customer service tools, proper preparation of food, delivery procedures, and train wait staff in order to enable them for success and run an efficient shift.

Solo Performance

St. Matthew Passion	Ancilla II	Buffalo Philharmonic Orchestra	2016
Don Giovanni	Zerlina (cover)	Western New York Chamber Orchestra	2015
Into the Woods	Cinderella	Student Opera Theater Association	2015

Choral Performance

Buffalo Philharmonic Chorus	Alto	Buffalo Philharmonic Orchestra	2014 and 2016
Fredonia Chamber Choir	Alto	Fredonia State University	2013 – Present
Fredonia Festival Chorale	Soprano	Carnegie Hall	February 2014
Holy Trinity Lutheran Choir	Alto	Holy Trinity Lutheran Church	2013 - 2014

Acapella Performance

The Riveters (All Female)	Music Director	Soprano	Fall 2012 – Present
Dynamic Intonation (Jazz)	Business Manager	Soprano	Fall 2012 – Present

First Name Last Name Address Phone Number youremail@gmail.com

EDUCATION

State University of New York at Fredonia Bachelor of Arts, expected May 2019

Dual Majors: Theatre Arts & Communication: Journalism

- Theatre GPA: 3.78, Journalism GPA: 3.69 Overall GPA: 3.62
- London Theatre Study Abroad January 2018
- Alpha Lambda Delta, Lambda Pi Eta, Sigma Gamma Phi Honor Societies; Dean's list: 7 semesters

RELEVANT COURSEWORK

Performing Arts Organization and Management, Fall 2018

Public Speaking, Spring 2017

Professional Theatre Intern, Fall 2016

MANAGEMENT/LEADERSHIP EXPERIENCE

Assistant Director, Anything Goes, SUNY Fredonia Mainstage Production, Spring 2019

- Assisted the Director by standing in for absent actors
- Worked as second set of eyes in order to catch any blocking or choreography mistakes
- Took notes during each rehearsal, notes from the Director as well as my own observations
- Researched the history of passports and how they evolved to the document we have today
- Used my research to create a display board for the production, each cast member had a passport and "S.S. American" boarding ticket

Treasurer, Society of Professional Journalists, Fall 2018

- Contacted and secured former Spectrum News employee D.L. Webster as a guest for SPJ's annual journalism conference
- One of the most successful conferences to date, approximately 100 student and community attendees
- Presented to the club's general body regarding creating websites and resume reels

Teaching Assistant, Playground Academy's "Movie Makers", Spring/Fall 2018

- Co-taught a class which taught kids how to create a short film. The kids learned how to create and compromise on a story, different aspects of filming (camera work, audio equipment) and basic editing techniques.

Theatre Camp Administrator, Playground Academy, Summers 2016 - 2018

- Assistant taught a theatre game class during the camp's afternoon class rotation ('16)
- Helped campers memorize their lines, songs and dances ('16)
- Assisted the Stage Manager with rehearsal notes ('17)
- Guided the children backstage during performances, made sure they made their entrances and stayed quiet ('17)
- Co-stage managed three productions and called *Winnie the Pooh Jr.* ('18)

Recruitment/Assistant Laurel Guide, Sigma Gamma Phi, Fall 2017

- Administered and planned a week full of outfits and activities, such as icebreakers and games, for organization of 50+ women
- Assisted teaching new members about the history of the organization, oversaw that they completed their study hours weekly
- Planned a surprise event for the 50+ members, attended Pumpkinville in Ellicottville, NY

Fundraising Chair, Sigma Gamma Phi, Fall 2016 - Spring 2017

- Organized several fundraising events, such as a carnation sale and t-shirt sale, raising over \$500 for the organization

Hope Chair, Sigma Gamma Phi, Fall 2015 - Spring 2016

- Honored the memory of an eternal sister by teaching members of the sorority
- Organized and hosted a free Zumba event that supported body positivity and acceptance
- Reached out to local businesses and campus clubs to
- Organized two fundraising events in efforts to raise money for our Hope Scholarship

CERTIFICATIONS

CPR/AED Certified, April 2018
Squarespace Certified, Fall 2016

COMMUNICATION/THEATER EXPERIENCE

JOURNALISM - On Air

Newsroom Internship, *Spectrum News Buffalo*, Summer 2018

- Shadowed all areas of the newsroom producer: wrote a VO for the nightside anchor, learned how newscasts are stacked assignment editor: made and answered phone calls, added events to the calendar
 - anchor: observed how the anchor recorded the newscast
 - digital: learned how stories were altered to fit different platforms; twitter versus facebook
- Co-anchored an A Block with stories written by myself and my fellow anchor
- Created multiple VOs, VOSOTS and Packages from events I attended with the reporters
- Created a resume reel and presented it to my fellow interns and Spectrum News employees

Multimedia Journalist & Anchor, *Channel 8 Update*, WNYF TV station, Fall/Spring 2018

- Wrote stories, varying from local, national and international news, for the weekly newscast
- Co-Anchored the newscast bi-weekly, Fall 2018

TV Show Host, *Fredonia Faces*, Spring 2018

- Selected as one of two hosts for the TV studio capstone project
- Conducted interviews with Fredonia faculty and performed games with guests comprised of student groups
- Hosted a vegan cooking show

JOURNALISM - Print

Chautauqua County Environmental Report, Journalism Convergence Capstone, Spring 2019

- Research into NYS/CHQ county recycling regulations and laws as well as local companies and their regulations
- Research into environmentally friendly practices; ways to combat plastic pollution

Publicity Crew, SUNY Fredonia Walter Gloor Mainstage Season, Fall 2017 - Spring 2018

- Interviewed directors, crew members and actors associated with the production(s)
- Hung posters around campus and local businesses to promote the production(s)
- Filmed and edited short video(s) for productions

Current Issues Review, *The Leader*, SUNY Fredonia

- "More than just a 'missing person,'" learning about former Fredonia student, Sam Sayers
- "Fredonia on Ice," A look into how the campus handles snow and ice

THEATRE

Nurse, *Romeo and Juliet*, Venture Productions - Shakespeare on the Lake, July 2018

Peaceblossom, *A Midsummer Night's Dream*, Venture Productions - Shakespeare on the Lake, July 2017

- Performed in the 1st annual Shakespeare on the Lake festival

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- Acted in a segment for new FSA (Faculty Student Association) video, a video shown at orientation to incoming and transfer students

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Marketing, creating flyers and social media posts for college rentals, communicating with interested students, frequent communication with the landlord, Fall 2018-Present

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johndoe@charter.com

Jim Doe, Professor of Journalism at Fredonia & former Consumer Reporter at WGRZ

(716) 555-9876

jimdove@fredonia.edu

Your Name Here

Dorm Address
State University of New York at Fredonia
Fredonia, NY 14063
716-555-1234
youremail@fredonia.edu

After May 16, 20xx
Street Address
City, State Zip
Phone Number

OBJECTIVE

A Staff Accountant position with Ernst & Young

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Accounting, May 20xx
GPA: 3.3, in major 3.7
Dean's List, 4 semesters

ACCOUNTING EXPERIENCE

IBM Corporation, Endicott, NY
Intern, Fall 20xx

- Processed two Signature invoices for three newly acquired companies, verified information and resolved problems
- Processed Canadian UCD Lab check requests
- Worked payment exception reports on a daily and weekly basis
- Ran cost of money query and canceled and reposted invoices accordingly
- Helped with internal "Quest" audit of credit memos for accuracy
- Created and tabulated a 10-question survey of approximately 200 clients regarding customer service

Volunteer Income Tax Assistance, SUNY Fredonia
Volunteer Tax Preparer, Spring 20xx/20xx

- Completed a four-week Internal Revenue Service training course
- Prepared and filed federal and state tax returns for elderly and low income clients utilizing Tax Wise

SUNY Fredonia Accounting Society

- Treasurer, junior year
- Oversaw a \$2000 budget and tracked all income and expenses
- Helped arrange presentations by accounting professionals for the organization

ADDITIONAL EXPERIENCE

Wegmans, Amherst, NY
Cashier, October 20xx-present

- Employee of the Month, July 20xx
- Cross-trained in several departments

PROFESSIONAL DEVELOPMENT

SUNY Fredonia Business Club

- Attended annual trip to New York City, which included tours of Wall Street financial firms to network with Fredonia alumni

COMPUTER SKILLS

Microsoft Office, Tax Wise, Page Maker, Publisher

VOLUNTEER

- MDA SuperDance participant
- Special Olympics volunteer
- Habitat for Humanity

Jane Doe

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JOURNALISM - Print

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Jim Doe, Professor of Journalism at Fredonia & former Consumer Reporter at WGRZ

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jimdoo@fredonia.edu

YOUR NAME HERE

(AREA CODE) PHONE
youremail@yahoo.com

street address
city, NY 13039

EDUCATION

STATE UNIVERSITY OF NEW YORK at FREDONIA
Bachelor of Science, Public Relations, expected December 2020
Business Administration minor

- GPA: 3.5
- **Honors:** Dean's List, Magna Cum Laude Graduate

ONONDAGA COMMUNITY COLLEGE, Syracuse NY
Associate in Science, Business Administration, August 2018

- GPA: 3.6
- **Honors:** Magna Cum Laude, Provost's List, Phi Theta Kappa

RELEVANT EXPERIENCE

Marketing Intern & Box Office Attendant, Redhouse Arts Center, Syracuse, NY
March 2018-present

- Helps design posters and flyers to promote theatrical productions
- Providing excellent customer service to our patrons
- Assisting patrons with over the phone ticketing sales

Corporate Communication Intern, SRC Inc., Syracuse, NY
January 2018 - 2019

- Drafted press releases monthly for the defense industry
- Collaboratively designed billboards for a recruitment campaign
- Graphically designed posters for 5 different events
- Coordinated the SRC Community Internship Program
- Organized and planned events
- Helped facilitate a mentorship program for 5 months

Social Media Consultant, Matilda Joslyn Gage Foundation, Fayetteville, NY
May - November 2018

- Posted on the foundation's Twitter and Instagram monthly
- Assisted with composing emails
- Designed a community event poster

CAMPUS LEADERSHIP

Historian for the Kappa Chapter of Sigma Gamma Phi

- Document sorority history for future members

Enactus, maybe a description of what it means

- Future H.E.R. (Higher reaching, Equality, Responsibility) Division

TECHNICAL SKILLS

Microsoft Office Word, PowerPoint, and Excel
Adobe Photoshop, InDesign, and Illustrator

VOLUNTEERISM

Everson Museum of Art, Syracuse, NY, 2019

Beaver Lake Nature Center, Baldwinsville, NY, 2008 – 2016

John Doe

webmaster21@gmail.com (716) 555-5555 5555 Main St, Fredonia, NY 14048

CAREER OBJECTIVE

To achieve a professional position within a business that has employee growth opportunities where I may utilize my IT and business related skills to facilitate staff and clients.

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Expected May 2015
Major: Computer Information Systems
Concentration: Systems Management
GPA: 3.63, Dean's List

Jamestown Community College
Associate of Applied Science, May 2012
Major: Digital/Computer Technology

HONORS AND AWARDS

Roger Seager Memorial Scholarship, 2010 – Present
Vietnam Veterans of America Scholarship, June 2010

Phi Theta Kappa Society, 2011 – Present

INTERNSHIP

Dunkirk Free Library, Spring 2014 & 2015

- Assists patrons with various tasks such as printing, e-mail, job applications, and basic PC maintenance. Practiced non-verbal communication and guidance techniques with patron whose second language was English to help her prepare for an exam.
- Collaborate with class instructors to educate attending students. Class topics: *Basic computer use, Microsoft Word/Excel 2010, and Picasa Photo Editing Software*. Provided one-on-one tutoring and after class assistance to a class of approximately 12 students.
- Handle various transactions between patrons and the library, alongside business operations.

TECHNICAL & BUSINESS RELATED EXPERIENCE

Modeling and Animation, Spring 2014

- Rendered short videos of a chess game and a scene where a character plays with dominoes.

Web Design, Fall 2013

- Designed a rudimentary website with forms and tables for ordering pizza.

Network Diagram, Spring 2012

- Composed a Wide Area Network (WAN) Diagram for a hypothetical company; including documentation of required internet protocols and what application they served.

Database Program, Fall 2012

- Developed a rudimentary database interface with C++

Business Proposal, Fall 2011

- Presented a business proposal for IT department of hypothetical business. Proposal included prices, budget constraints, hardware specifications, and an emphasized purpose of improving efficiency, speed, and reliability.

SKILLS

Computer	Software	Programming	Business
Basic Networking	Microsoft Office	HTML/CSS & PHP	Customer Service
Troubleshooting	Windows OS	Visual Basic	Public Speaking
Installations	CMD Prompt	MySQL	Organization
Databases	Blender	C++	Telephone Etiquette
PC Care			

EMPLOYMENT

Factory Lineman, Kelly Services (Nestle' Purina), Summer 2012 & 2013

- Cooperative team worker; attended shift meetings and accomplished additional responsibilities during down time.

Groundskeeper, Chautauqua County Fair, Summer 2011

- Directed visitors to their destinations and was responsible for the overall cleanliness of the grounds. Performed additional duties as requested including optional post-fair cleanup.

Full Name

youremail@icloud.com
full street address

EDUCATION

State University of New York at Fredonia: Bachelor of Science, Computer Science, May 2019

- Minors: Statistics, Web Programming

HONORS AND AWARDS

President's International Scholar Award
Outstanding Community Service Award
Omicron Delta Kappa Honor Society

Xylia Peterson Scholarship
Raymond Lai Scholarship

Dean's List, 3 semesters
Alma Mater Society

PROGRAMMING SKILLS

Coding: C++, HTML, Javascript, Python, R, SQL

Software: Rstudio, Tableau, Xcode, Visual Studio, Knime, Integrity Plus

RELATED EXPERIENCE

Tech Support Intern, Chautauqua Institution May-Aug'2018, Jan-Aug 2019

- Maintained and setup network systems for over 20 buildings and a hotel
- Collaborated with the help desk team to setup and install new computers
- Diagnosed technical issues including computers, credit card terminals, thin clients, switches, AS400, VOIP phones etc.

Web Migration Intern, Fredonia Department of Marketing and Communications Jan-Aug 2018

- Went through over 6000 webpages to improve user experience and fix broken links
- Migrated 200 domains to www.fredonia.edu
- Assisted with Drupal (CMS) documentation review and updates
- Participated in a website redesign project

Web Editor, The Leader, Fredonia newspaper Aug 2017-May 2019

- Maintained and updated www.fredonialeader.org
- Served as the hardware administrator for the newspaper

LEADERSHIP

Comptroller, Fredonia Student Association May 2017-May 2019

- Served as the Chairperson of the Budget and Appropriations Committee
- Managed a student activity budget in excess of \$1,300,000
- Oversaw the budget and financial transactions for over 170 campus groups

Team Member, Enactus Fredonia Aug 2018-May 2019

- Worked within the Green Division to raise awareness for recycling and environmental awareness
- Participated in the BNY Mellon project management student fellow program

Assistant to the Secretary, SUNY Student Assembly, Albany NY May 2016-May 2017

- Performed changes and updates to the organization's website on a weekly basis
- Ensured all distributed materials aligned with the SUNY branding guidelines and visual standards

Orientation Leader, SUNY Fredonia 2016-2018

College Ambassador, SUNY Fredonia Alumni Affairs Aug 2016 -May 2019

Founding Brother, Kappa Sigma Tau-Psi Chapter 2015

Class Representative, Fredonia Student Association Jan 2016-May 2017

President, Chinese Club 2016-2018

UNIVERSITY COMMITTEES

Information Technology Advisory Committee 2018-2019

Board of Directors, Faculty Student Association 2017-2019

Academic Affairs Committee, University Senate 2018-2019

Campus Safety Committee 2018-2019

Search Committee for Vice-President of University Advancement 2017-2018

CERTIFICATIONS

CompTIA A+ (220-1001 & 220-1002) Expiration: Sep 20, 2022

Your Name Here

Street Address, City, State Zip Code Phone Number youremail@fredonia.edu

CERTIFICATION:

Candidate for New York State Initial Certification, Childhood (Grades 1-6)

EDUCATION:

State University of New York at Fredonia

Bachelor of Science in Education, Childhood Education, expected May 2021

- Concentration: English
- GPA: 4.0

Jamestown Community College, Jamestown, NY

Associate in Science, Childhood Education, May 2019

- GPA: 3.91
- President, Teacher Education Club

AWARDS:

Dean's List, all semesters

Phi Theta Kappa Honor Society

Tau Sigma National Honor Society

Unified Student Assistance Scholarship

Dr. Robert G. Ney Scholarship

AAUW Transfer Scholarship

Fredonia Transfer Scholarship Award

Dr. Marwan El. Nasser Scholarship

Roger C. Seager Presidential Scholarship

Clara M. Savaree Memorial Scholarship

TEACHING EXPERIENCE:

Substitute Teacher, Gowanda Central School District, Gowanda, NY (June 2018-Present)

- Follow and teach lesson plans assigned by permanent teacher for students in Kindergarten through 4th grade.
- Guide and support students through planned activities and tend to their needs.
- Worked 31 days through February 2020.

5th Grade Field Placement, Dunkirk School #5, Dunkirk, NY (Fall 2019)

- Led reading and writing lessons in both small group and whole class instruction.
- Worked with language arts curriculum to create engaging, differentiated lessons for students.

Recreation Attendant, Town of Collins Youth Recreation, Collins, NY (Summer 2018 & Winter 2019)

- Encouraged children and adolescents as they participated in a variety of recreational activities.
- Enforced rules and regulations of the activities in order to maintain discipline and guarantee safety.

Library Day Volunteer Prendergast Library, Jamestown, NY (December 2018 & April 2019)

- Created a variety of engaging STEM activities and crafts for students who stayed afterschool.

3rd-5th Grade Reading Field Placement, H. C. Fenner Elementary School, Falconer, NY (Spring 2018)

- Taught reading lessons in both one-on-one and small group instruction to meet the students' needs.
- Read directions and other texts during assessments to students who needed extra reading support.

STEM Day Volunteer, Washington Middle School, Jamestown, NY (March 2018)

- Facilitated students and their parents in a variety of STEM activities and aided in setting them up.

4th Grade Field Placement, Carlyle C. Ring Elementary School, Jamestown, NY (Fall 2017)

- Observed cooperating teacher during whole group lessons and ensured students stayed on task.
- Conducted several small group rotations, including both reading and math lessons.

Gowanda Elementary Volunteer, Gowanda Elementary School, Gowanda, NY (Sept. 2016-June 2017)

- Volunteered in two Kindergarten classrooms and a 2nd grade classroom.
- Graded completed assignments, made copies of worksheets, and assisted the teacher and students during classroom activities and instruction.

First Name Last Name

Street Address, City, State Zip Code | Phone Number | youremail@fredonia.edu

EDUCATION:

State University of New York at Fredonia

Bachelor of Science in Education, Childhood Inclusive Education, expected December 2019

Candidate for NYS Initial Certification, Childhood (Grades 1-6) and Students with Disabilities (Grades 1-6)

- Concentration: Social Sciences
- GPA: 3.65; GPA in major: 4.0

Jamestown Community College, Jamestown, NY

Associate in Science, Childhood Education, May 2017

HONORS:

Dean's List, all semesters

Phi Theta Kappa National Honor Society

Tau Sigma National Honor Society

Kappa Delta Pi National Honor Society

Wilson Memorial Scholarship

Anna and Andrea Sondell Scholarship

Unified Student Assistance Scholarship

AAUW Transfer Award

Dr. Robert G. Ney Memorial Scholarship

Barker Memorial Education Scholarship

Roger C. Seager Presidential Scholarship

EARLY FIELD EXPERIENCES/INTERNSHIPS:

Teaching Intern (Kindergarten, Special Education, Self-Contained, 6:1:1), September-December 2018

LoGuidice BOCES, Fredonia, NY

- Adapted class work to provide students with instructional materials that addressed individual learning plans.
- Assessed student progress toward objectives, expectations, and/or goals to provide feedback to students, parents, and administrators.
- Collaborated with school personnel to improve the overall quality of student outcomes and to achieve established classroom objectives.

Teaching Intern (2nd grade, After School Program), February-May 2018

Forestville Elementary School, Forestville, NY

- Ensured a friendly, supportive atmosphere was maintained by developing appropriate strategies to support children in managing their behavior.
- Assisted students in the completion of homework; helped students develop study skills and organization techniques to improve academic performance.
- Planned and taught lessons in areas where students were struggling based on school-wide assessment results.

Teaching Intern (3PK), September-December 2017

Campus and Community Children's Center/St. Hyacinth's, Dunkirk, NY

- Emphasized language growth and developed linguistic skills.
- Provided a positive learning environment that modeled laughter, self-esteem, manners, and cooperation. Planned and taught activities that stimulated growth in social language and motor skills for three year old children.

Teaching Intern (Pre-K, Special Education, Self-Contained, 12:1:1), February-May 2017

Milton J. Fletcher Elementary School, Jamestown, NY

- Encouraged students improved performance through positive reinforcement techniques.
- Promoted student teamwork through partnership, group activities and lessons.
- Created and lead instructional activities focused on physical, mental, and social development.

EARLY FIELD EXPERIENCES/INTERNSHIPS (continued):

Teaching Intern (Third Grade), September-December 2016

Clinton V. Bush Elementary School, Jamestown, NY

- Employed a broad range of instructional techniques to retain student interest and maximize learning.
- Differentiated instruction according to student ability and skill level.
- Created and taught lesson plans in accordance with state curriculum and school-wide curriculum standards.

Teaching Intern (Fifth Grade), March-May 2016

Harvey C. Fenner Elementary School, Falconer, NY

- Established positive relationships with students, parents, fellow teachers and school administrators.
- Collaborated with other staff to plan and schedule lessons promoting learning and student engagement.
- Successfully guided and assisted students in one on one or small group instruction setting with routine and in transitioning from one activity to the next.

INTERNATIONAL TEACHING EXPERIENCES:

Infant Two Placement (Grade 1), St. Joseph's Roman Catholic School, Belize City, Belize, January 2019

Taught two weeks of hands-on, cooperative lessons in multiple subjects areas

- Learned about the Belizean educational system, curriculum, and culture

RELEVANT EXPERIENCES:

Substitute Teacher for Jamestown Public Schools, September 2018-present

After School Counselor/Teacher, August 2016-June 2017

Carlyle C. Ring Elementary School After School Program, Jamestown, NY

- Ensured the health, safety, and well-being of children by providing close supervision of all activities.
- Implemented The After School Program's curriculum, helping school age children to improve literacy and physical fitness in an activity based school environment.
- Created and kept records of lesson plans.

Camp Counselor, Village Director, Day Camp Director, May 2015-August 2018

YMCA Camp Onyahsa, Dewittville, NY

- Plan, coordinate, and execute activities while guiding campers in personal growth and daily living skills.
- Assist in direction and supervision of campers in their living units and during activities while championing program initiatives and camp mission.
- Provide leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules, and sportsmanship.

PROFESSIONAL DEVELOPMENT:

Dr. Timothy Rasinski Literacy Session

Science Teachers Association of New York State (STANYS)

New York Geographic Alliances

National Council for Geographic Education Future GeoLeader Program

CAMPUS INVOLVEMENT:

Teacher Education Club, 2017-present

Tau Sigma National Honor Society, 2018-present

Friends Across Borders, 2018-present

Kappa Delta Pi National Honor Society, 2018-present

VOLUNTEER/COMMUNITY SERVICE:

Belize Service Project

Big Fish Triathlon

YMCA Camp Onyahsa Monthly Camps

OTHER EMPLOYMENT:

Server, Bob Evan's Restaurant, Dunkirk NY, October 2018-present

Server, La Scala Restaurant, Jamestown, NY, October 2017-present

Your Name Here

Street Address, City, State Zip Code | Phone Number | youremail@fredonia.edu

CERTIFICATION:

- Candidate for New York State Initial Certification, Childhood (Grades 1-6)
- Candidate for New York State Initial Certification, Students with Disabilities (Grades 1-6)
- Candidate for New York State Initial Certification, English (Grades 7-9)

EDUCATION:

State University of New York at Fredonia

Bachelor of Science in Education, Childhood Inclusive Education, expected May 2017

- Concentration: English
- GPA- 3.83

AWARDS:

- Dean's List, all semesters
- Kappa Delta Pi: International Honor Society
- Golden Key International Honour Society
- Student Affairs Freshman Award Scholarship
- GEICO Family Scholars Yearly Scholarship
- Sweet Home Dollars for Scholars Grant
- All Class Leadership Council Scholarship Grant
- Maplemere PTA Scholarship
- Sweet Home High School PTSA Educational Grant
- Nancy Ebert Memorial Scholarship

RELEVANT EXPERIENCE:

High School English, LoGuidice Center, Erie 2 Chautauqua-Cattaraugus BOCES, Fredonia, NY, Spring 2016

- Observed and conducted multiple assessments on a focus student with behavioral needs
- Gathered data for the creation of an IEP and BIP for the focus student

Substitute Teacher, Campus and Community Childcare Center, Fredonia, NY, Spring 2016

- Responsible for the safety and care of elementary- aged children before and afterschool
- Led and assisted in whole group educational activities
- Provided homework help

4th Grade Field Placement, Silver Creek Elementary School, Silver Creek, NY, Fall 2015

- Designed and taught a thematic unit on the moon using the common core standards
- Taught math lessons while integrating technology such as SmartBoards
- Worked with individual students struggling in math

Camp Counselor, Youth and Recreation Department, Amherst, NY, Summer 2015

- Responsible for the safety and care of children
- Led small and large groups of children in activities and field trips
- Worked with directors and counselors to organize activities and field trips
- Created weekly lesson plans for activities to accommodate children ages 5-12

Math Day Volunteer, Northern Chautauqua Catholic School, Dunkirk, NY, Spring 2015

- Planned and conducted fun math related events for 3rd, 4th, and 5th graders and parents

1st Grade Field Placement, Dunkirk School #3, Dunkirk, NY, Spring 2015

- Tutored one student in English who was reading at a Kindergarten level
- Used multiple assessments to determine the student's strengths and weaknesses
- Developed engaging lessons to individual needs
- Gathered and analyzed data to show growth in student learning

RELEVANT EXPERIENCE (continued):

Math Story Time Volunteer, Dunkirk Free Library, Dunkirk, NY, Fall 2013

- Planned and taught lessons connecting to a piece of children's literature
- Used manipulatives to teach the tens-frame and shapes

3rd, 4th, 5th Grade Field Placement, Dunkirk School #7, Dunkirk, NY, Spring 2014

- Designed and taught math lessons to a multi-age inclusive classroom using the common core standards
- Observed and assisted in a Special Education classroom

Science Day Volunteer, Boys and Girls Club of Dunkirk, Dunkirk, NY, Fall 2013

- Created and led lesson on the physics behind rollercoasters to a small group

OTHER EMPLOYMENT:

Sandwich Artist, Subway Restaurants, Getzville, NY, June 2013- present

- Trained new employees
- Opened and closed the store independently

PROFESSIONAL DEVELOPMENT:

- Professional ePortfolios Seminar
- Instructional Technology for Powerful Learning
- Thoughtful Classroom Workshop
- Classroom Management Workshop
- Common Core Standards Seminar
- I Learn America Screening and Panel Discussion
- Technology Curation Workshop
- Building Academic Language Forum
- Components of Teaching Academic Writing Forum
- Project Mas²ter SIOP Training Workshop- 18 hours
- Data-Driven Decision Making Forum

CAMPUS LEADERSHIP/ INVOLVEMENT:

Kappa Delta Pi: International Honor Society in Education, Spring 2015-present

- Membership Chair, E-Board Position
- Inform members of meeting notes and upcoming events via email
- Serve as a liaison between students and Executive Council

Friends Across Borders, Spring 2016

- Fundraises for school supplies for impoverished schools in Belize

Council for Exceptional Children, Fall 2015- present

- Group dedicated to raising awareness of children with special needs

Golden Key International Honour Society, Fall 2014- present

Ice Skating Club, Fall 2014- present

Teacher Education Club, Fall 2013- present

- Club dedicated to preparing pre-service teachers through workshops and seminars

COMMUNITY SERVICE:

Safe Halloween, October 2015

Jog for Justice: Support for Transgender Students, May 2015

Hanging of the Greens, December 2014

First name Last name
Street Address, City, State Zip Code
(Area Code) Phone number
youremail@fredonia.edu

CERTIFICATION

Candidate for New York State Initial Certification in Childhood Education (Grades 1-6)

EDUCATION

State University of New York at Fredonia

Bachelor of Science in Education - Childhood Education, Expected December 2020

- English Concentration
- GPA 3.70

HONORS/AWARDS

Dean's List, every semester (Fall 2017-Fall 2019)
Alpha Lambda Delta Honor Society (Inducted Fall 2018)
Golden Key International Honour Society (Inducted Fall 2019)
Colonel C. Ross Willson ('39) & Phyllis ('39) Scholarship (Spring 2019)
Frewsburg Faculty Association Scholarship (Fall 2017)
Frewsburg Volunteer Exempt Fireman's Scholarship (Fall 2019)
Walter & Grace Hazzard Scholarship (Fall 2017)
George & Helen Wilde Memorial Scholarship (Spring 2018)
Carroll Masonic Lodge Scholarship (Fall 2017)

RELEVANT EXPERIENCES

Fourth Grade, Early Field Experience, Silvercreek Elementary School (Spring 2017)

- Planned and implemented three lesson plans
- Observed and assessed the students on their quick multiplication skills
- Journalled the students' progress over two months
- Assisted cooperating teacher in daily activities, procedures

Second Grade, Early Field Experience, Dunkirk Elementary School #3 (Spring 2018)

- Tutored one student in Reading in an after school program
- Planned and implemented five reading lessons
- Observed and assessed the student on newly learned skills and journalled student's progress
- Assisted partner in her own lessons, and participated in the lesson

Fourth Grade, Early Field Experience, Sinclairville Elementary School (Fall 2019)

- Instructed up to 21 students in the fourth grade
- Planned and implemented three lessons accommodating for students' learning styles
- Taught one lesson in Science/Engineering
 - Lesson included use of realia (toothpicks, candy pumpkins, paper plates) as manipulatives to act, think, and build like Engineers
 - Students reflected on their building process, and how perseverance was an important aspect of the lesson
 - Students worked in groups to build their teamwork skills
- Observed and assessed students' learning
- Journalled reflections of every day experiences within the classroom
- Assisted cooperating teacher in daily activities, procedures, and classroom management

RELEVANT EXPERIENCES (continued)

Sixth Grade, Job Shadowing, Robert H. Jackson Elementary School (June 2017)

- Lead small group in Social Studies activity
- Observed classroom teacher and students
- Record reflective journal entries on teaching strategies, activities, content, etc.

PROFESSIONAL DEVELOPMENT

National Science Teachers Association Membership (Spring 2020)

Teaching Sustainable Development Goals

- Learned about the 17 Sustainable Development Goals
- Acquired multiple strategies on how to implement the 17 Sustainable Development Goals into lesson plans
- Read about ways to embed the 17 Sustainable Development Goals within a classroom

Multiple Geographic Skills and Perspectives

- Learned how to incorporate inquiry-based learning
- Used the Geo-Inquiry Process to
 - Compare the question “Why is clean water important?” to local, regional, and global regions
 - Compare the topic of Personal Hygiene to categories like Spatial, Cultural, Political, Economic, Historical, Ecological, and Geological

GLOBE Workshop (Expected Spring 2020)

WORK EXPERIENCE

Substitute Teaching, Robert H. Jackson Elementary School, September 2019-Present

- Grades Pre-School to 6
- Age range 3-12
- Work 2-4 days a week

Work Study Tutoring, Robert H. Jackson Elementary School, Fall 2019

- Tutor a first grade student in Math
- Observe and assess student’s knowledge weekly
- Record observations in journal entries
- Create multiple Math activities in line with the Next Generation Learning Standards

Ride Operator, Midway State Park, May 2018-July 2018

- Operate Child Rides
- Enforce rules for children’s safety
- Clean ride/ride station while not operating

OTHER EMPLOYMENT

Cashier, Business Name, Kiantone, NY, May 2019-August 2019

Work Study, Business Name, SUNY Fredonia, Fall 2017-Spring 2018

Sales Associate, Business Name, Lakewood, NY, Summer 2018

Your Name Here

Street Address, City, State Zip Code
(Area Code) Phone Number
youremail@fredonia.edu

CERTIFICATION:

Candidate for New York State Initial Certification: Biology (Grades 7-12) and Chemistry (Grades 7-12)

EDUCATION:

State University of New York at Fredonia
Bachelor of Science, Biology Adolescent Education, expected May 2021

- GPA 3.70

HONORS AND AWARDS:

Dean's List, five semesters	President's Science/Math Scholarship	Fredonia Honors Program
Honors Program Scholarship	Tri-Beta (Biology Honor Society)	Fredonia Scholar Award
The "Semper Fidelis" Award.	Matthew Roll Memorial Scholarship	Marching Band Award

RELEVANT EXPERIENCE:

Lab Experience: Microplastic Retention in the Digestive Tracts of Lake Erie Fish, 2019-present

- Assist with a study based on counting the amount of microplastics found in fish intestines, received from the DEC. Use an FTIR machine to analyze the plastic pieces after the organic matter is dissolved.

8th grade Science, Dunkirk High School, Dunkirk, NY, Spring 2020

7th grade Science, Dunkirk Middle School, Dunkirk, NY, Spring 2019

- Tutored a 7th grader in Math.
- Observed and assisted in class activities.

8th grade Living Environment, Maple Grove Jr/Sr High School, Bemus Point, NY, Fall 2018

- Assisted students during labs and group work.
- Held class reviews of group notes.
- Graded tests and made copies of tests and notes.

EMPLOYMENT:

Hidden Valley Animal Adventure, Varysburg, NY, May 2019-present

- **Tour guide:** teach about animals on trolley tour with groups of 45 people; sold grain cups.
- **Small Animal Adventure Attendant:** explained the rules of the petting zoo to guests and school groups, sold carrot cups, cleaned pens, refilled water buckets and hay.
- **Platform attendant:** collected tour tickets, kept track of schedule, kept area clean.

Summer Cleaner Arcade Elementary School, Arcade, NY, Summer 2019

Cashier, Brass Shurfine, Arcade, NY, May-August 2017

Veterinary Intern, Pioneer Paws Veterinary Clinic, Chaffee, NY, July-August 2016

- Observed appointments and surgeries and assisted with animals when needed.
- Cleaned exam rooms and kennels, answered phone calls, took photos of x-rays.

VOLUNTEER:

Coach, Town League Summer Soccer, Arcade, NY, Summer 2018-present

- Teach the basics of soccer and teamwork to pre-K to 1st graders.

Girls on the Run Club, Dunkirk Middle School, Dunkirk, NY, Spring 2019

Vacation Bible School, Hope Lutheran Church, Arcade, NY, Summer 2018-present

Youth Retreats, Hope Lutheran Church, Arcade, NY, 2017-present

Your Name

Street Address, City, State Zip Code | (716) 555-1234 | yourmail@fredonia.edu

CERTIFICATION:

Candidate for New York State Initial Certificate, Music (All Grades)

EDUCATION:

State University of New York at Fredonia

Bachelor of Music, Music Education, May 2019

- Concentration: Choral music
- Major Instrument: Piano
- GPA: 3.87

INTERNATIONAL EXPERIENCE:

Copenhagen, Denmark: Students with Special Needs, May-June 2018

- Studied inclusion, accessibility, and the Nordic education system through lecture, discussion, and field experiences
- Created a 1st grade inclusive reading unit curriculum

Florence, Italy: Renaissance Art, May 2017

- Studied historic Italian art in museums and cathedrals
- Presented on *The Competition of 1401* and Michelangelo's *David and Prisoners*

FIELD TEACHING:

Allendale Elementary School, West Seneca, NY, Spring 2019

- Student teacher for elementary general music

Westfield Academy and Central School, Westfield, NY, Spring 2019

- Student teacher for middle and high school general music and choir

Silver Creek Elementary School, Silver Creek, NY, Spring 2018

- Led vocal warm-ups and taught sections of the 3rd grade choir winter repertoire

Fredonia Middle School, Fredonia, NY, Spring 2018

- Taught a 6th grade general music lesson on the Evolution of Irish Music

E2CCB LoGuidice Educational Center, Fredonia, NY, Fall 2017

- Taught pitch, melodic contour, and steady beat with the use of Orff Schulwerk instruments to students with special needs weekly

Fredonia Elementary School, Fredonia, NY, Fall 2017

- Observed and taught 1st grade general music using Edwin E. Gordon's Music Learning Theory approach

RELATED EMPLOYMENT:

Teacher Aide, Aspire of WNY, Cheektowaga, NY, May 2018-Present

- Assisted students with special needs, ages 5-8, on learning reading, counting, and basic life skills
- Attended to the medical needs of students
- Engaged students in community involvement to practice life skills

Intern, Creative Allusion Productions, Amherst, NY, 2012-2015

- Assistant directed summer camp musicals for ages 5-8
- Led the students in theatrical exercises focused on performance and improvisation

LEADERSHIP:

NYSSMA Area All-State Choir (volunteer), 2015-2017

- Led high school students promptly and punctually to different locations throughout the festival
- Assisted the conductor in the logistics and organization of seating and handling of music

LEADERSHIP (continued):

Fredonia Radio Systems, 2015-Present

- Staff Representative, 2017-2018: Created lock-ins, ran events, trained fellow members, and was the source of communication between the General Body and the Executive Board
- Friday Night Live, 2017-2018: Created and hosted the variety radio show while learning how to speak with purpose and enthusiasm, assisting with the public relations, creation of prompts, and the continuous improvement of speaking flow throughout the show
- Assistant to the Public Relations Director, 2016-2017, 2018-2019: Created show spotlights, member spotlights, and controlled the WCVF Twitter

Bald for Bucks Talent Show, 2013-2015

- Independently hosted auditions, advertised, and coordinated a talent show annually from which the proceeds benefited Bald for Bucks

PROFESSIONAL DEVELOPMENT:

Moving Beyond Awareness: Developing Cross-Cultural Skills, Spring 2018

- Participated in activities that helped teach cultural competence, cross-cultural skills, and diversity in the school setting and workplace

New York State School Music Association Conference, 2015-2017

- Attended workshops led by music teachers from across the country on multicultural learning, choral conducting, and effectively teaching the middle school age group
- Attended performances by instrumental and vocal high school groups from across New York State

Feldenkrais Workshop, Fall 2017

- Learned body movement and body awareness to help focus on relaxation in teaching and performing

CAMPUS INVOLVEMENT:

National Association for Music Education	Rock n' Skate	Fall Sweep
American Choral Directors Association	Opera Scenes	Relay for Life
Student Opera Theatre Association	Hillman Opera	Harvest Festival
National Association of Teachers of Singing	Safe Halloween	Rockin' the Commons
Habitat for Humanity Site Builds	FRS Radiothon	Red Cross Blood Drives

HONORS and ACHIEVEMENTS:

Graham E. Andrus Memorial Scholarship	Dean's List, all semesters
Summa Cum Laude Graduate	Fredonia Honors Scholarship
Claudette Sorel Piano Scholarship	Bob and Betty Young Piano Scholarship
Outstanding Membership Award for HfH	Volunteer Recognition Award for HfH
Staff Member of the Semester for FRS	Four Year Kiwanis Award for Music
Four Year Choral Award	West Seneca East Student of the Year

OTHER EMPLOYMENT:

Canalside Buffalo, 2016-Present

- Food attendant for The Dish
- Ticket attendant for ice skating and all summer events

YOUR NAME

Street Address, City, State Zip
(999) 555-1234 | youremail@fredonia.edu

Certification **New York State Initial Certification in Music Education (Grades K-12)**

Education **The State University of New York at Fredonia**
Bachelor of Music in Music Education – anticipated May 2020

- Instrumental Concentration: Piano, French Horn
- General/Choral Concentration: Baritone/Bass
- GPA: 4.0

Honors

Fredonia Honors Program	Honorable Mention, Ithaca College Piano Competition
Dean's List (All Semesters)	
President's Award for Excellence	Howard Marsh Memorial Scholarship
Foundation Scholar Award	Bob and Betty Young Scholarship
Rotary Club Scholarship	Miller-Erbsmehl Scholarship
Tailored Brands Family Educational Scholarship	Robert Jordan Piano Scholarship
Clute Memorial Scholarship	Binghamton Harmony Club Award
Valedictorian, Class of 2016	Broome County Music Educators Association Scholarship
Whitney Point High School	Southern Tier Music Teachers Association Scholarship

Teaching Experience

Substitute Teacher, *per diem*

- Whitney Point Central School District, *May 2018 – present*
- Chenango Forks Central School District, *August 2018 – present*

Private and Group Instruction

- Piano for Non-Majors (MUS 104), *Fall 2016 – Spring 2018*
- New Horizons Band of Western New York, French Horn, *Fall 2017*
- Musical Journeys Program, Piano, *Spring 2018*
- Private Piano and Guitar Lessons, *2017 – present*
- Piano Lab Proctor, *Fall 2016 – Spring 2018*

Supervised Teaching Practica

- Whitney Point Elementary School – 40 hours, *2017*
- Maine-Endwell High School – 40 hours, *2017*
- Binghamton West Middle School – 40 hours, *2018*
- Vestal High School – 24 hours, *2018*
- Binghamton East Middle School – 16 hours, *2018*

Music Theory & Aural Skills Tutor

- Fredonia Learning Center, *Fall 2017 – present*
- Online (Journal of Music Theory Pedagogy), *Spring 2018 – present*
<http://musictheorytutor.weebly.com/>
- Music Theory/Aural Skills Grader, *Fall 2017 – present*

**Leadership/
Volunteerism****The State University of New York at Fredonia**

- Conductors Guild, President, *Spring 2019 – present*
- Student Keyboard Association, Vice President, *Fall 2018 – present*
- InterVarsity Christian Fellowship, Treasurer, *Fall 2018 – present*
- Student Leadership Council, *Spring 2019 – present*

Church Organizations

- **Administrator**, Solid Foundation Generation Choral Studies Program, Rochester, NY, *Summer 2018*
- **Representative**, State Youth Choir Directors (NYS Slavic Pentecostal Alliance), Syracuse, NY, *2016 – present*
- **Assistant Youth Choir Director**, First Ukrainian Pentecostal Church, Binghamton, NY, *2015 – 2017*
- **Assistant Director of Church Orchestra**, FUPC of Binghamton, *2011 – 2017*

Local Church Ministries

- Worship Team (Harvest Chapel, Fredonia, NY), *Fall 2016 – present*
- Vacation Bible School Counselor, *2016, 2017*
- Teens' Summer Camp Counselor, *2015 – 2017*
- Kids' Choir Accompanist, *2012 – 2016*
- Missionary Trips (Ukraine, Hungary, Germany), *2011, 2015, (4 weeks)*

**Instrument
Proficiencies**

Piano (primary)	Flute	French Horn	Violin
Voice	Clarinet	Trumpet	Viola
Percussion	Saxophone	Trombone	Electric Bass
Guitar	Bassoon	Euphonium	Ukulele

Additional Skills

Languages	Music	Software
Ukrainian	Piano Tuning	Microsoft Office
Russian	Arranging	Google Suite
Spanish	MuseScore	GarageBand

**Performance
Experience**

Solo/Ensemble	Accompanying
Ithaca College Piano Competition	Tri-Cities Opera Teens Summer Intensive
Fredonia Piano Studio and Area Recitals	Summer Savoyards of Binghamton
Fredonia Homecoming Alumni Dinner	Fredonia Performing Arts Company
Fredonia Piano Ensemble	Voice Lessons, Juries, Area Recitals
Fredonia Wind Symphony	Church Accompanist

**Professional
Development**

Chautauqua County Music Teachers Association In-Service Day, *October 2018*
 Broome County Music Teachers Association All-County Festival, *March 2018*
 SUNY Fredonia Music Education Summit, *September 2017*
 New York State School Music Association (NYSSMA) Conference, *December 2016*

Your Full Name

Your address
(Area code) phone number
youremail@fredonia.edu

CERTIFICATIONS

Candidate for New York State Initial Certification: English (Grades 7-12)
CPR- First Aid, SCIP-R

EDUCATION

State University of New York at Fredonia

Bachelor of Arts — English Adolescence Education, May 2019
• GPA: 3.51

Erie Community College, Orchard Park, NY
General Studies major: 47 Credits, 2015-2016

Honors and Awards

Golden Key Honour Society
Graduation Marshall Nominee
Dean's List Scholar

Magna Cum Laude Graduate
Brenda S. Chiappetta Memorial Endowment
Howard Herkimer / Hildegard Maytum Strong Scholarship

Activities / Leadership

Sigma Tau Delta (English Honor Society), *Public Relations Chair*

- Organized events to raise funds for Chautauqua Literacy Volunteers through 21 East Bookstore.

TEACHING EXPERIENCE

West Seneca West Senior High School, West Seneca, NY, March - May 2019

- Adapting lesson plans to meet the needs of an 8:1:1 classroom for 9th and 10th grade students.
- Crafting research papers with 12th grade students.

Lake Shore Middle School, Angola, NY, January - March 2019

- Instructed 5 periods of 8th grade students.
- Adapted lesson plans in a Reader's Workshop format about Literary Nonfiction to provide supports to students with varying needs.
- Created assessments to track student progress throughout unit.
- Utilized the PowerSchool Program to maintain student data.

Observations

- **Lake Shore Middle School, Angola, NY, Spring 2018, Fall 2018 (50 Hours)**
- **North Collins High School, North Collins, NY, Fall 2018 (25 Hours)**
- **Highland Elementary, Derby, NY, Fall 2016 (15 Hours)**
- **A.J. Schmidt Elementary, Angola, NY, Spring 2016, Fall 2016 (10 Hours)**
- **Lake Shore High School, Angola, NY, Spring 2016 (25 Hours)**

RELATED EMPLOYMENT

Suburban Adult Services Inc., Angola, NY
Habilitation Instructor, May 2017-Present

- Provide supports that enable individuals with disabilities to gain independence in their daily lives.
- Advocate for individuals based on behavioral and lifestyle plans.
- Ensure safety for all individuals and fellow staff members.

First name Last Name

Full Address
Phone Number
youremail@fredonia.edu

CERTIFICATIONS

Candidate for New York State Professional Initial Teaching Certification, ESOL, K-12
New York State Initial Teaching Certification, Spanish 7-12

EDUCATION

State University of New York at Fredonia

Master of Science in Education, TESOL, expected May 2021

- GPA: 3.68

Bachelor of Arts, Spanish Adolescence Education, May 2017

Oaxaca, Mexico, Ollin Tlahtoalli, Center of Languages and Mexican Culture, Summer 2016

Courses: Advanced Spanish Themes, Workshop in Spanish Lecture & Drafting, General History of Mexico, and Art

- GPA: 4.0

FIELD EXPERIENCES

Elementary Placement in TESOL II, Fredonia Central School District, *Spring 2019*

- Taught a science unit
- Tailored lessons and activities to fit students learning needs
- Worked with students to improve English grammar and writing skills
- Collaborated with ENL teachers to learn about students' learning goals
- Conducted an interactive booth for students at cultural event

Elementary Placement in TESOL I, Dunkirk School No. 7, *Fall 2018*

- Assisted students with homework assignments
- Practiced reading skills with students
- Advised students on cultural projects
- Supported students in a community cultural event

Student Teaching, Fredonia Middle School, *Fall 2017*

- Provided instruction taking on teacher's role
- Integrated technology such as, Nearpod.com
- Participated in parent-teacher conferences
- Attended group meetings for department
- Conducted parent teacher conferences

Student Teaching, Gowanda High School, *Spring 2017*

- Provided instruction taking on teacher's role
- Created measurable assessments
- Participated in teacher portion of talent show
- Collaborated in department meetings

Inclusive Education I-III, *Fall 2013, Fall 2015, Spring 2013, Spring 2016*

- Provided academic support
- Planned and taught lesson plans
- Created educational bulletin boards

Elementary Teaching Placement, Santo Tomas, Mexico, *Summer 2016*

- Planned Inquiry Based Learning through artwork and video project
- Engaged in cultural exchange between indigenous communities and American teachers

RELATED EMPLOYMENT

Academic Instructor, Chautauqua Striders, Inc., *January 2019 - present*

- Developed teaching materials and activities
- Collaborated with teachers, tutors, and staff
- Provided instruction to students
- Organized environment to promote productivity
- Participated in training sessions
- Supported students during parent's day

Spanish Teacher, Erie 2 BOCES, *August 2018 - November 2018*

- Worked within two different school districts
- Attended open house
- Taught Spanish instruction to middle and high school students

Long-term ENL Substitute, Erie 1 BOCES, *February 2018 - June 2018*

- Provided daily services between two school districts
- Worked on English language skills for integrated and stand-alone services
- Collaborated with regular classroom teachers
- Read for NYS Regents Exams
- Provided support for NYESLAT exam
- Assisted student's on classwork and homework
- Recorded student's performance
- Scaffolded student's classwork
- Supervised for field day

Long-term Spanish Substitute, Silver Creek Middle School, *October 2017 - January 2018*

- Organized test accommodations according to IEP's
- Supervised on a field trip
- Supervised school assemblies
- Updated parents/guardians regularly on student's academic progress and needs
- Implemented NYS learning standards

Substitute Teacher, Gowanda Elementary and High School, *May 2017 - September 2017*

- Taught lesson plans provided by classroom teachers
- Followed school and classroom procedures
- Ensured that classwork was organized

PROFESSIONAL DEVELOPMENT AND HONORS

PAX Tools Training, *February 2020*

Collaborative Institutional Training Initiative Program for Human Research, *February 2019*

Data-Driven Decision-Making Forum, *August 2018*

Ruby Payne's "Framework for Understanding Poverty," *March 2017*

Assessment Planning Forum, *March 2017*

Christie Caldwell Merritt Scholarship, *June 2012*

Dean's List, *Spring 2013 & Fall 2015*

TRANSLATION PROJECTS

Translated into Spanish:

- SUNY Fredonia Non-Discrimination Statement, Office of Diversity, Equity, and Inclusion
- Double-A Vineyards Brochure
- Word Wall, Dunkirk Central School District

PUBLICATION

Thibodeau, A. (2015). CR2T Earth Day Hike. *The Chautauqua Rails to Trails Newsletter*. Retrieved from https://chaurtt.files.wordpress.com/2016/01/cr2tspringsummer2015_proof4-compressed.pdf

Jane Doe

555 Main Street, Fredonia NY 14063

(555) 555-5555

JDoe@fredonia.edu

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Social Work, May 2018

- Minor in Psychology
- Phi Mu Honor Society
- GPA in major 3.5
- Dean's List

INTERNSHIP

The Resource Center, Jamestown, NY 2017-2018 (500 hours)

- Assist in personalized recovery oriented services to conquer mental health
- Help create personal recovery plans with clients based on assessments
- Facilitate cognitive behavioral groups
- Designing a curriculum to teach and educate clients on recovery issues

RELATED EMPLOYMENT

Independent Support Services, Long Island, NY
Support Staff, May 2013-present

- Work one-on-one with developmentally disabled young adult with autism in a social environment with the goal of fostering self-confidence, independence and functional skills
- 500+ hours of service, summers and college breaks

Eastern Suffolk BOCES, West Islip, NY
One-on-one Special Needs Aid, Summers 2017-present

- Assist with daily routine and guide on class material
- Help the student maintain appropriate behavior throughout the day

Camp Edey Girl Scout Camp, Bayport, NY
Group Leader, Summers 2014-2016

- Supervise twenty-five girls, ages 6-7, in activities including sports, arts and crafts, interpersonal relations, and nature awareness
- Demonstrate appropriate behavior and encourage team building

VOLUNTEER

Mercy Residence, Sayville, NY, March 2017

- Assisted with childcare, household duties and learned about residents' duties and perspectives in living arrangement for single mothers ages 18-22 years

Special Education Summer School, Sachem School District, Long Island, NY
Teacher's Aide, 2009-2012

- Engaged in reading, math, art, writing and history lessons one-on-one and in small groups

Habitat for Humanity, Planning Committee & Executive Assistant, 2016-2018

- Help build homes for those in need of decent and affordable housing
- Participated in Fall Sweep, Harvest Festival, Safe Halloween, other community events

OTHER EMPLOYMENT

Student Supervisor Reed Library, Fredonia, NY, 2016- present

- Assist student circulation workers complete services for patrons
- Answer questions, check books in and out, shelf read, and organize the environment

CAMPUS INVOLVEMENT

Varsity Cheerleader (3 years)
Social Work Club (4 years)

Operation Smile, Fundraising (4 years)
Event Coordinator, Phi Mu Honor Society

PROFESSIONAL DEVELOPMENT

NASW/ESA Advocate
HIPPA Trainings

CPI Trainings
OMH self-study

CPR Training/Certification
Suicide Prevention Training

Your Name Here

Street Address, City, State Zip Code Phone Number youremail@mail.adelphi.edu

EDUCATION

Adelphi University, Garden City, NY

Master of Social Work, anticipated May 2019

- Concentration: Families and Children
- NYS Provisional Certification: School Social Worker

State University of New York at Fredonia

Bachelor of Science, Social Work, May 2018

- Minor: Psychology

INTERNSHIPS

Brentwood Union Free School District, Brentwood, NY (600 hours)

September 2018-present, Grades K,1, 6-8

- Assist with school-age special education services and CSE evaluations
- Administer extensive developmental and social histories for children and their families
- Work with developmentally disabled, emotionally disturbed, mentally ill, medically fragile, intellectually disabled and autistic children
- Provide mandated counseling, evaluations, anger management, stress reduction, play therapy, group therapy, social skills training, family counseling and crisis intervention
- Coordinate and distribute Island Harvest food pantry items to food insecure children
- Experience with FBA/BIP development and implementation including data collection
- Knowledge of Cleartrack IEP developments
- Run Friendship Club at middle school to foster friendships among special education students

The Resource Center, Jamestown, NY (500 hours)

August 2017-May 2018

- Assisted in personalized recovery-oriented services to conquer mental health
- Helped create personal recovery plans with mentally ill clients based on assessments
- Facilitated cognitive behavioral groups
- Designed a curriculum to teach and educate clients on mental health recovery issues

RELATED EMPLOYMENT

Independent Support Services, Long Island, NY

Support Staff, May 2013-present

- Work one-on-one with developmentally disabled young adult with autism in a social environment with the goal of fostering self-confidence, independence and functional skills

Eastern Suffolk BOCES, West Islip, NY

One-On-One Special Needs Aide, Summer 2017-present

- Assist with daily routine and guide student on class material
- Help the student maintain appropriate behavior throughout the day

VOLUNTEER

Habitat for Humanity, Fredonia, NY

- Planning Committee & Executive Assistant, 2016-2018
- Helped build homes for those in need of decent and affordable housing; Fundraiser

Mercy Residence, Sayville, NY, March 2017

- Assisted with childcare, household duties and learned about residents' duties and perspectives in living arrangement for single mothers ages 18-22 years

Special Education Summer School, Sachem School District, NY, Summers 2009-2012

PROFESSIONAL DEVELOPMENT

NASW Member ESA Advocate CPR Training/Certification Stewards Children Training
DASA School Violence Intervention and Prevention HIPPA Training OMH self-study
Child Abuse Identification Suicide Prevention Training

Awarded NASW MSW Student of the Year 2019

Jane Q. Doe

555 Main Street, Syracuse, New York 13224
555-555-5555 jdoe@fredonia.edu

Education

State University of New York at Fredonia
Bachelor of Science, expected May 2019
Dual Majors: Social Work and Psychology
GPA: 3.49, Dean's List: all semesters

Social Work Experience

Disaster Services Intern, American Red Cross, Buffalo, NY, Fall 2018-Present

- Assess and interview clients after experiencing trauma, and provide financial support
- Monitor client recovery process, referring to other organizations when necessary

Age 3 Classroom Teacher Assistant Intern, Campus and Community Children's Center, Fredonia, Spring 2018

- Practiced and promote good behavior and conflict resolution strategies
- Facilitated classroom duties including academic and social programs

Legal Intake Interview Intern, Mayville Family Court, Mayville, NY, Spring 2018

- Assisted the attorney with interview questions for each client
- Provide a brief summary to the attorney, with attention to legal issues

Advocacy

High-School Legislative Policy Lobbying, Fredonia Social Work Program, Spring 2017

- Researched current legislative bills that negatively affect high school students
- Traveled to Albany, NY to effectively inform NYS legislators of high school students' concerns
- Examined the legislative process to ensure our advocacy was both knowledgeable and persuasive

Domestic Shelter Family Justice, Fredonia Directed Study, Spring 2017

- Compiled information from various local domestic violence shelters about family justice centers
- Formulated a proposal using the information gathered, with the goal of opening a more locally accessible domestic violence shelter
- Created questions for a survey administered to staff via extensive phone interviews

Research

Assisted-living Gerontology Policies: Alzheimer's/Dementia, Fredonia Social Work Program, Fall 2016

- Conducted an interview with a caseworker at the WCA home about the residents with Alzheimer's
- Recorded information gathered at an onsite tour of the Women's Christian Association Home (WCA)
- Applied research of gerontology to all levels of social work; macro, mezzo and micro social work

Leadership

Resident Assistant, Fall 2017-present

- Maintain a physically safe and mentally supportive environment
- Create programs for entertainment and a homely environment for residents
- Supervise a house of 38 residents within a residence hall of approximately 200 students
- Respond to emergency situations by directing students to the appropriate campus resources
- Mediate interpersonal conflicts between residents
- Hosted a campus wide major fair to educate undecided Fredonia students

President/Co-Fashion Show Chair, Black Student Union, Fall 2017-present

- Serve as a point of contact for the Black Student Union
- Delegate and appoint task amongst the executive board
- Supervise roles of the executive board to ensure exceptional productivity
- Create scene ideas and themes
- Search for models and ensure their presence at rehearsals
- Create a budget for all materials and make certain it is not exceeded

Leadership, continued...

Vice President & Treasurer/ Community Relations Chair, Sister Circle, Fall 2017-present

- Perform presidential duties in the event of the president's absence.
- Maintain and organize all financial records
- Create an atmosphere of empowerment for women of color in the Fredonia community
- Ensure constant communication between Sister Circle, Fredonia, and the surrounding Dunkirk community
- Track and coordinate community service opportunities

Student Ambassador, Fredonia Alumni Affairs, Fall 2018 – Present

- Provide assistance at recruitment events
- Execute leadership qualities in representing Fredonia for prospective students

Secretary, Psi Chi, Fall 2017-Spring 2018

- Provided information to members of the Psi Chi Honor Society club via email

Peer Health Advocate, Spring 2016-Fall 2017

- Supplied health resources for students on campus
- Executed clerical duties for the FredASSIST office

High School Tutor, Upward Bound Program, Fall 2016

- Devoted time to academically support students at Dunkirk High School
- Prepared students for test and Regents exams through a planned change process; including practice exams
- Presented weekly progress reports on academic and social performance to the supervisor

Admissions Campus Host, Fredonia Multicultural Weekend, Spring 2016-Spring 2017

- Contributed to a spectacular experience for potential Fredonia students
- Guided students of color through various events and answer all questions posed
- Mentored students who chose, and now attend Fredonia

Elementary Student Mentor, Boys and Girls Club, Dunkirk, NY, Spring 2016

- Administered tutoring sessions with Boys and Girls club mentee
- Provided weekly visits to ensure mentees success
- Organized fun and physical activities to keep mentees engaged

Employment

Coordinator/Cashier, Wegmans Food Markets, Summer 2015-present

Barista, Starbucks Coffee Company, Spring 2017

Awards/Recognition

CPR/AED, Spring 2018

Resident Assistant of the month, Fall 2017

Best Community Involvement Program of the Month, Fall 2017

Psi Chi Honor Society, Spring 2017

Phi Alpha Honor Society, Spring 2017

Employee of the month at Starbucks, Spring 2017

Chi Alpha Epsilon Honor Society, Spring 2017

Stewards of Children, Fall 2016

EDUCATION

- Master of Science, Speech-Language Pathology**, Anticipated: May 2020
State University of New York (SUNY) Fredonia GPA: 3.86
- Bachelor of Science, Speech and Language Disabilities**, June 2018
Elmira College GPA: 3.78

STUDENT CLINICAL EXPERIENCE

- Adult Veteran SLP**, VA Medical Center, Buffalo/Batavia, NY, September - December 2019
- Provide and evaluate speech, language, cognitive, dysphagia, and voice abilities of adult veterans (inpatient & outpatient); Perform clinical bedside evaluations and assist in modified barium swallow studies
- Adult Audiology**, SUNY Fredonia – Youngerman Center, June 2019 – July 2019
- Became competent in administering comprehensive hearing evaluations and screenings to 10+ adult clients over 50-years-old using an Otoacoustic Emission device, audiometer, & otoscope
- Multi-Age SLP**, SUNY Fredonia – Youngerman Center, May 2019 – August 2019
- Provided articulation intervention to an adult over 65 who is deaf; Client improved skills from 80% to 90% accuracy and achieved mastery on 3 of her goals
 - Administered Comprehensive Test of Phonological Processing 2 (CTOPP-2) and Clinical Evaluation of Language Fundamentals-5 (CELF-5) assessments to a 7-year-old with suspected attention disorder; Client scored within normal limits for both assessments, speech therapy was not warranted at that time
- Preschool SLP**, Wheelock Elementary Buffalo Hearing & Speech, Fredonia, NY, January 2019 – May 2019
- 130-hour experience working with students 3-6 years of age identified as preschooler with a disability, Autism Spectrum Disorder (ASD), Cerebral Palsy, Intellectually Disabled, & Encephalitis
 - Created a picture exchange communication system for a nonverbal 4-year-old with ASD; Increased his expressive language ability to include basic wants and needs (single words)
- Multi-Age SLP**, Elmira College Speech and Hearing Clinic, September 2016 – June 2018
- 50-hour experience in various areas of intervention such as articulation, memory, and traumatic brain injury (TBI) with 6+ clients ranging from 5-70 in age
 - Provided cognitive therapy targeting memory & attention skills to patient over 45-years-old with TBI; Taught diaphragmatic breathing to improve breath support for speech production and reduce clavicular breathing pattern
- Multi-Age Audiology**, Elmira College Speech and Hearing Clinic, September 2016 – June 2018
- Assessed hearing abilities for 8 adult and 2 child clients during a 12-week period using audiometer & an otoscope; Administered Auditory Processing Disorder testing to 10-year-old
 - Evaluated clients' middle-ear function with bone conduction thresholds & tympanometry measures

EDUCATION FIELD WORK

- Kindergarten Speech & Language Screenings**, St. Hyacinth School & Dunkirk School 7, Dunkirk, NY, June 2019
- Administered over 25 speech & language screenings to preschoolers entering kindergarten
- SLP Student Teacher**, Diven Elementary, Elmira, NY, January 2018 – March 2018
- Developed instructional therapy techniques for students from 5 to 8 years old with multiple diagnoses such as ASD, emotional disorders, and behavioral management

RELATED EXPERIENCE

1:1 Preschool Aide, Pathways Inc., North Hornell, NY, June 2018 – August 2018

- Contributed to reduction in assigned nonverbal student with ASD's behavioral outbursts by creating a picture communication system; Once given a mode of communication, student's expressive language and self-regulation increased

After School Program Assistant, Cohen Elementary, Elmira Heights, NY, May 2017 – June 2018

- Provided support for recreational and educational activities for up to 40 children from ages 3 to 10
- Assisted with conflict resolution and addressed behavioral issues between children to maintain safe and friendly learning environment

Birth – Age 8 Daycare Assistant, Lovin' Arms Day Care, Alfred, NY, June 2016 – August 2018

- Provided care and learning activities for up to 10 infants & toddlers as well as 8 elementary-age children
- Assisted with development of children's language abilities by maintaining positive attitude while communicating correct language and articulation examples when non-age-appropriate errors occurred

CERTIFICATION/MEMBERSHIP

HIPAA & Blood Born Pathogens, SUNY Fredonia, June 2019 – Present

Speech and Language Disabilities Initial Certificate, NYS Department of Education, June 2018 – Present

Educating All Students (EAS), NYSTCE Pearson, July 2017 – Present

NSSHLA Member, American Speech-Language-Hearing Association (ASHA), November 2016 – Present

Basic Life Support, The American Red Cross, July 2016 – Present

HONORS AND AWARDS

Rebecca Snyder Memorial Scholarship, SUNY Fredonia, April 2019 – August 2019

- Awarded to a graduate student pursuing speech-language pathology/audiology, good academic standing

Omicron Delta Kappa Inductee/Treasurer, Elmira College, March 2017 – June 2018

- National Leadership Society

Kappa Delta Pi Inductee, Elmira College, March 2017 – June 2018

- International Honor Society of Education

Mark Twain Scholarship, Elmira College, September 2014 – June 2018

- Annual award based on prior academic achievement. Must maintain above a 3.0 GPA

COMMUNITY ENGAGEMENT

SPCA Volunteer, Chemung County Human Society & SPCA, Elmira, New York, January 2015 – June 2018

Orientation Leader, Elmira College, June 2015 – June 2018

Your Name Here

Street Address, City, State Zip Code

Area code Phone number

youremail@fredonia.edu

EDUCATION

State University of New York at Fredonia

Bachelor of Science, Music Therapy, expected May 2020

- GPA: 3.86
- GPA in major: 3.88

HONORS/AWARDS

Dean's List, five semesters

President's Award for Excellence Scholarship

President's Out of State Scholarship

Bromeley Piano Scholarship

Golden Key International Honour Society

RELEVANT COURSE WORK

- African Drumming
- Guitar Class
- Voice Class
- Free Improvisation
- Abnormal Psychology
- Choral Conducting
- Impact of Music on Human Health and Behavior

MUSIC THERAPY CLINICAL WORK

Fredonia Day Hab, Fredonia NY

September 2018-present

- Worked directly with individuals aged 40-60 years old with developmental disabilities.
- Assessed clients, planned sessions, and wrote post-session notes.
- Co-led weekly group music therapy sessions for 4-6 clients; independently led weekly individual sessions.
- Evaluated clients' needs and growth to establish appropriate goals and objectives.
- Helped clients increase self-expression, range of motion, and socialization through group improvisation, composition, and instrument playing.
- Arranged a concert in which group members performed an original composition for other residents at the facility.

Chautauqua Adult Day Care Center, Dunkirk NY

September 2017-May 2018

- Worked directly with individuals aged 50-90 years old.
- Independently led weekly music therapy sessions with one client, and with a group of 20-25.
- Adapted sessions to meet clients' needs and progress.
- Planned sessions and documented clients' responses.
- Implemented experiences such as composition, group discussion, and recreation to improve socialization, attention to task, and self-confidence.

RELATED ACTIVITIES/EXPERIENCES

Fredonia Music Therapy Club, secretary

April 2018-present

American Music Therapy Association Regional Conference, Reston, VA

March 2019

American Music Therapy Association Regional Conference, Pittsburgh, PA

April 2018

Empty Bowls, fundraiser to feed the hungry in Chautauqua County

December 2018

Christmas Caroling at Chautauqua Nursing and Rehab Center

December 2018

Fredonia Safe Halloween

October 2018

RELATED WORK

Assistant Group Supervisor, Early Enrichment Daycare and Preschool, Pittsburgh PA June 2017—present

- Supervised a group of 4-7 children aged 2.5-3.5 years old. Worked with children aged 6 weeks to 7 years old.
- Encouraged cooperation, problem-solving, and self-expression through play and daily activities.
- Documented children's progress and communicated directly with parents.
- Designed activities to facilitate development, such as turn-taking games and music days.

Tutor, Kumon Math and Reading Center, Scott Township PA

June 2015—August 2016

- Tutored students aged 4-13 years old.
- Assisted students with math and reading exercises appropriate to their academic skill level.
- Organized student files to encourage academic progress.

Choral Leadership Assistant, Chartiers Valley High School, Bridgeville PA

August 2015—May 2016

- Worked with high school choir teacher in freshman/sophomore chorus class.
- Taught small groups of 14-16 year old students vocal parts.
- Designed concert and recital programs, took attendance, and assisted a parent/teacher group in organizing fundraising events.
- Led rehearsals when chorus teacher was absent.

SKILLS

- Piano
- Guitar
- Ukulele
- Voice
- Djembe
- Relationship building
- Documentation
- Accomplishes tasks on time
- Organized
- Works well with others

CERTIFICATIONS

- CPR certified through American Heart Association since 08/2017

YOUR NAME HERE

youremail@fredonia.edu

Street Address, City State Zip

716.555.5555

EDUCATION

Bachelor of Arts in Psychology, expected May 2020

State University of New York at Fredonia

- Minors: Women and Gender Studies, Sociology
- Dean's List, 3 semesters
- GPA: 3.28; GPA in major: 3.35

RELATED WORK EXPERIENCE

Summer Teacher Associate, The Center for Discovery, Harris, NY May 2019- present

- Support teenage students with a diagnosis of Autism Spectrum Disorder and developmental disabilities develop independence, increase functional communication and social skills while preparing them for future vocational settings
- Assist the teacher with providing recommended protocols and techniques to support students based on Behavior Intervention Plans, including communication attempts, and preparing specific meal consistency
- Provide individualized instruction and a comprehensive education program for students

Companion Care, Sullivan County, NY Summer of 2015

- Worked with a woman with Down Syndrome
- Increased societal interaction by going to restaurants and her choice of a weekly activity (pottery, shopping); provided transportation

Babysitter, Sullivan County, NY 2014 - 2016

- Cared for children of five different families, ages 1 to 12; ensured a safe and enjoyable environment
- Prepared meals, assisted with homework, engaged children in activities/crafts, provided transportation
- Served as a role model to the children, while teaching and enforcing basic life skills and rules

INTERNSHIP

Psychology Mentor, SUNY Fredonia Fall 2019

- Engaged with new students frequently throughout the semester
- Execute group department activities for new students
- Uphold ethical principles regarding confidentiality of student information

LEADERSHIP

Treasurer, Psychology Club 2019-2020

- Responsible for the fiscal integrity of the organization; plan and facilitate meetings

Treasurer, Psi Chi, International Honor Society in Psychology 2019-2020

- Collaborate with peers to organize and execute events
- Attend mandatory Student Association meetings to maintain club status

ACTIVITIES / PROFESSIONAL DEVELOPMENT

Psychology Club 2016, 2018, 2019- Present

Psi Chi, International Honor Society in Psychology Spring 2019- Present

Fredonia Democracy Initiative 2018- Present

CAMPUS AND COMMUNITY INVOLVEMENT

Fall Sweep 2016/2019

Lobbyist, Climate and Community

Protection Act (passed) 2019

Soup Kitchen Volunteer 2019

Walk for Alzheimer's 2019

Relay for Life 2019

Beach Cleanup 2019

ADDITIONAL SKILLS

Mentor trained

Certified in CPR

Strategies for Crisis Intervention and Prevention-Revised (SCIP-R) trained

American Sign Language: beginner, two college classes completed

Your Name Here

Your street address City, State Zip
(Area code) phone number
youremail@fredonia.edu

EDUCATION

State University of New York at Fredonia

Bachelor of Arts, Criminal Justice and Psychology majors, expected May 2020

- GPA: 3.16
- Criminal Justice GPA: 3.38

The American College of Greece, Athens, Greece

- Study abroad program, January - May 2018
- Immersed in language and culture

HONORS

Dean's List, three semesters

RELEVANT COURSEWORK

Criminal Law	Psychology and the Law	Criminal Investigations
Homeland Security	Sociology of Deviant Behavior	Sociology of Terrorism
Criminology	Introduction to Corrections	Abnormal Psychology

WORKSHOPS/SEMINARS

Policing in the 21st Century, guest speaker: John Doe, FBI Jamestown Office

Immigration and the Law, guest speaker: Jane Doe, Volunteer Lawyers Project

CAMPUS MEMBERSHIPS

Delta Phi Epsilon, Fall 2016 - Present

Criminal Justice Club, Fall 2016 - Present

COMMUNITY SERVICE

Fall Sweep	Tate's Totes	Safe Halloween
Relay for Life	Adopt-a-Highway	Pink-the-Rink Fundraiser

EMPLOYMENT

Buffalo Party Rental, Buffalo NY, Summer 2016 - Present

- Worked in the office: helped customers, filed paperwork
- Organized and cleaned the warehouse

INTERNATIONAL TRAVEL

Athens, Greece	Amsterdam, Netherlands	Paris, France
Rome, Italy	Dominican Republic	

Your Name Here

Street Address, City, State Zip (716) 555-1234 youremail@fredonia.edu

EDUCATION:

STATE UNIVERSITY OF NEW YORK AT FREDONIA

Bachelor of Science, Music Therapy, expected May 2020

- GPA: 3.82
- GPA in major: 3.85

HONORS/AWARDS:

Dean's List, five semesters	Fredonia Keeper of the Dream Scholarship
Award of Excellence in Community Service	President's Award for Excellence
Lucia Gracia Bolton Scholarship	Fredonia Honors Program
Featured in Volunteer/Community Service Newsletter	

CLINICAL EXPERIENCE:

Fredonia Place, Fredonia, NY- 40 hours of clinical work

- Worked with individuals in a memory care unit to maintain cognitive abilities, improve socialization, improve involvement in activities, and reminisce.

Chautauqua Hospice and Palliative Care, Jamestown, NY- 40 hours of clinical work

- Treated patients in end of life care through relaxation, socialization, spiritual support, emotional support, and relationship support.

RELEVANT COURSEWORK:

Orientation to Clinical Practice	Abnormal Psychology
Impact of Music on Health and Behavior	Cognitive Neuroscience
Global Perspectives: Race Around the World	Social Psychology
Good, Evil, Life, and Death	Cognitive Development

CAMPUS LEADERSHIP:

Music Therapy Club, Public Relations Chair (1 year), President (1 year)

Native American Student Union, Public Relations one year, President (2 years)

Colleges Against Cancer, Relay Assistant (1 year), Marketing Chair (1 year)

Fredonia Pep Band, Secretary (1 year)

Hall Council, Treasurer (1 year)

COMMUNITY SERVICE:

Musical Volunteer at Chautauqua Nursing and Rehabilitation Center

Music Teacher at Brockport Migrant Summer School

Event Lead of Relay for Life

Volunteer at Susan G Komen Breast Cancer Walk

Volunteer at Special Olympics

Lead Volunteer at Men of Color Summit

Fall Sweep in Fredonia Community

Coordinator of Cabaret for a Cure

SKILLS:

Piano	Voice	Harp
Guitar	Oboe/Bassoon	Time Management
Ukulele	African Drumming	Event Organization

EMPLOYMENT:

Relief Direct Support Professional, The Arc of Genesee Orleans, Albion, NY, 2018-present

Pianist, Gaines Congregational Church, Gaines, NY, 2014-present

Night Desk Attendant, Residence Halls, Fredonia, NY, 2016-2018

PROFESSIONAL DEVELOPMENT:

American Music Therapy Association, Student Membership

Music Therapy Mini-Conference at Nazareth College, Rochester, NY, February 2018

CERTIFICATIONS:

First Aid/CPR Certified

Your Name

City, State zip code
youremail@fredonia.edu

Education

The State University of New York at Fredonia

- Master of Science, Speech-Language Pathology, May 2020, GPA 3.66
- Bachelor of Science, Communication Disorders and Sciences, May 2018, GPA 3.14
 - Minor in Public Health
- Initial teacher certification and completed courses for ASHA's 25 hours of observation

Clinical Experience

Fall 2019

Graduate Clinician, Chautauqua Nursing and Rehabilitation Center, Dunkirk, NY

Under supervision of Natalie Hobbs, M.S., CCC-SLP

- Adult and geriatric patients post CVA, TBI, and/or with dementia.
- Carried out individual therapy targeting cognition, memory, expressive/receptive language, dysarthria, apraxia and dysphagia.

Stroke and Head Injury Support Group at the Youngerman Center for Communication Disorders

- Assisted stroke/head injury survivors and their support systems to cope following a traumatic event and presented information on related topics.

Summer 2019

Graduate Clinician, Henry C. Youngerman Center for Communication Disorders, Fredonia, NY

Under supervision of Melissa Hooper, M.S. Ed, CCC-SLP, Christine Gerber, M.S. CCC-SLP, and Tim Overbeck, M.S. CCC-SLP.

Audiology Clinic

- Completed a variety of hearing tests under supervision of Marc Wilcox, AuD., CCC-A

Client age 14 years with Specific Reading Disorder and Speech Sound Disorder

- Expressive / Receptive language, articulation, phonological awareness

Client age 4 years with Speech Articulation Developmental Disorder

- Articulation and behavior management

Client age 17 years with Stuttering

- Fluency enhancing behavior therapy and counseling

Client age 14 years with Stuttering

- Evaluation and treatment targeting fluency enhancing behaviors

Spring 2019

Graduate Clinician, Forestville Elementary School, Forestville, NY

Under supervision of Heather Kaczor, M.S., CCC-SLP

- Evaluate and treat school-aged children following goals, abiding by regular schedule to provide clinical services to students with phonological, articulation, expressive/receptive language disorders.
- Participate in and implement Individual Education Programs (IEP).
- Carry out group lessons targeting fundamental math, speech, and language skills in a kindergarten classroom setting on a weekly basis.

Spring 2017-2018

Classroom Aide, Buffalo Hearing and Speech Center, Wheelock Elementary School

- Attend to the physical needs of the children.
- Supervising students and performing such other non-teaching duties which support teaching when such services are determined and supervised by the teacher.
- Assist in implementing Behavior Management Plans and Individualized Education Plans.

Summer 2017

Classroom Aide, Monroe Boces #1, Bird/Morgan School

- Provided one-on-one assistance to a kindergarten student who was diagnosed with ASD and demonstrated knowledge and skills required to maintain classroom functionality.
- Collaborated with a team of professionals to promote carry-over in speech-language therapy.
- Assisted in implementing Behavior Management Plans and Individualized Education Plans.

Other Employment

Fall 2016 - Present

Head Lifeguard, YMCA of Greater Rochester, Penfield, NY

- Manage the entire pool deck and lifeguards; in charge of checking and maintaining chemicals.
- Insure that safety standards, sanitary requirements and regulations are enforced.
- Enforce water safety rules and regulations, perform rescues, first aid and resuscitation.

Summer 2016 & 2017

Cabin Counselor, YMCA Camp Gorham, Eagle Bay, NY

- Responsible for the health and well being of the campers in my cabin and assisted with the camp program and led activities in their area of expertise. Reported incidents, accidents or problems promptly to the camp director.
- Helped campers and parents adjust to the camp experiences; monitor the health and safety of campers; knew which campers have special needs and accommodated appropriately.

Leadership Experience

August 2014 - May 2018

Sigma Kappa Sorority, Theta Iota

- **Executive Vice President of Communication**
 - Recorded and submitted the minutes of all chapter and executive council meetings and ritual ceremonies.
 - Wrote all official correspondence for the chapter and maintained accurate attendance/membership record.
- **Social Chairman**
 - Planned programming activities and completed and submitted social function review forms promptly.
- **Sunshine Chairman**
 - Developed, organized and maintained calendar events for significant dates and sending appropriate recognition for events. Communicated with sisters to encourage positive outlooks and gave advice.

January 2016 & 2017

Sigma Kappa Sorority Leadership Conference, Newark, NJ

- Strengthened leadership abilities as an executive board member through a multitude of intensive workshops and conferences for 10 hours a day for 4 day

Training and Certifications

- | | |
|---|---|
| • CITI Human Research Training (2018) | • Adult and Pediatric First Aid/CPR/AED (2018) |
| • HIPAA Training (2018) | • SAVE/DASA/Fire and Arson Training (2017) |
| • Infection Control and Bloodborne Pathogens (2018) | • Alcohol, Tobacco and Drug Abuse Training (2017) |
| • Foundations in Health and Safety (2018) | • Mandated Reporter (2017) |
| | • Preventing Shaken Baby Syndrome (2018) |

Volunteerism

- Women's Christian Association Home
- Walk to end Alzheimer's
- Relay for Life and Pink the Rink cancer fundraisers
- Jammin' for Jessa
- Fall Sweep
- Buffalo News Kids Day

First Name Last Name

youremail@fredonia.edu | your full address | (area code) phone number

EDUCATION

State University of New York at Fredonia

Master of Science, Speech Language Pathology, Expected May 2021

Bachelor of Science, Communication Disorders & Sciences, Summa Cum Laude, May 2019

CLINICAL EXPERIENCE

Adults, Chautauqua Nursing & Rehabilitation Center, Dunkirk, NY (January 2020-present)

- Conduct therapy for cognitive impairments, aphasia, dysarthria, dysphagia, & apraxia

OBSERVATION EXPERIENCE

Children-Adults, Youngerman Center for Communication Disorders, Fredonia, NY (Fall '18-'19)

- Observed a graduate student clinician; 1 articulation client & 1 literacy client

Preschool-5th Grade, Dunkirk School #7, Dunkirk, NY (Fall 2018)

- Observed therapy for culturally-diverse children in articulation, language, AAC, etc.

Early-Intervention, Integrated Therapy Services of WNY, Rochester, NY (Fall 2018)

- Observed home-based therapy services performed in clients' natural environments

PARAPROFESSIONAL EXPERIENCE

Graduate Assistant, CDS Department, assisting Dr. Doe, SUNY Fredonia (Fall 2019-Present)

- Mentor undergraduate student research assistants in research lab daily duties
- Fulfill administrative duties for Dr. Doe and other department faculty members

Prevention Specialist Intern, WNY United Against Drug & Alcohol Abuse, Inc. (Spring 2019)

- Facilitated learning in Kindergarten & First Grade classrooms with a total of 95 students by teaching lessons via an evidence-based curriculum

Research Assistant, Autism & Language Lab, Independent Study with Dr. Doe (Spring 2019)

- Collaborated with classmates in a research lab while expanding my critical thinking skills
- Became proficient in ELAN, a computer software used to create annotations and transcribe language from audio and/or video recordings

INTERNATIONAL EXPERIENCE

Graduate Leader/Service Trip, Belize City, Belize, Central America (Winter 2020)

- Attended and assisted in leading weekly sessions to prepare new members for service trip
- Supervised and mentored undergraduate students in their own classroom experiences

Study Abroad/Service Trip, Belize City, Belize, Central America (Winter 2018)

- Co-taught school-aged children with special needs at Stella Maris School for the Deaf
- Implemented a bathroom signal card for minimally-verbal students in our classroom

PROFESSIONAL DEVELOPMENT

Presenter, Research in Autism & Language, SURC and Fredonia SRCE (April 2019)

- Presented a poster on my Independent Study experience at the SUNY-wide Undergraduate Research Conference & Fredonia's Student Research & Creativity Expo

Presenter, Public Health Internship Experience, Fredonia SRCE (April 2019)

Craniofacial Conferences, OISHEI Children's Hospital (Spring 2019)

NYSSLHA Convention (2017, 2018)

RELEVANT FIELD EXPERIENCE

Unit Supervisor, Cradle Beach Camp, Angola, NY (Summer 2019)

- Supervised 20+ camp counselors and over 50+ campers throughout the summer
- Enforced camp policies and resolved conflict of campers & counselors alike

Summer Camp & Respite Counselor, Cradle Beach Camp, Angola, NY (June 2018-present)

- Care for individuals with disabilities including cerebral palsy, autism spectrum disorder, down syndrome, seizure disorders, hearing loss, mental health diagnoses, etc.
- Utilized techniques in toileting, lifting and transferring, first aid, & behavior management

Soccer Coach, Gates Youth Soccer League, Rochester, NY (Summer '14,'15,'17,'18)

- Instructed children age 4-10 years in fundamental soccer techniques
- Emphasized the importance of good sportsmanship and perseverance

LEADERSHIP

Immediate Past President / President, Fredonia NSSLHA (2015-2019)

Vice President / Promotions Chair, Spectrum Entertainment Board (2016-2019)

Community Service Chair / Bonding Chair, Sigma Gamma Phi-Arethusa Sorority (2017-2019)

HONORS

Golden Key International Honour Society Member

Kappa Delta Pi International Education Honors Society Member

Omicron Delta Kappa Leadership Honors Society Member

COMMUNITY ENGAGEMENT

NSSLHA Peer Mentor

Operation Smile

Lakeshore Humane Society

Wheelock Primary School

Campus Host Program

Relay for Life

Fall Sweep

Buffalo News Kids Day

Women's Club Soccer

Friendly Kitchen

Move-In Crew

St. Theodore's VBS

WORK EXPERIENCE

Campus Tour Guide & Team Leader, SUNY Fredonia Admissions (November 2016-present)

Customer Service, Wegmans Food Markets, Inc., Rochester, NY (June 2013-present)

- Incredible Customer Service Compliment recipient over 20 times

Customer Service (Seasonal), Hallmark, Rochester, NY (July 2016-December 2018)

Server, Slayton Place, Spencerport, NY (May 2017-December 2017)

EDUCATION

State University of New York at Fredonia

Bachelor of Arts, expected May 20XX

Major: Political Science, Minor: Legal Studies

Jamestown Community College, Jamestown NY

Major: Business Administration

HONORS AND AWARDS

Tau Sigma National Honor Society, Transfer Student Honor Society, March 20XX - Present

Pi Sigma Alpha, Political Science Honor Society, March 20XX - Present

Dean's List at SUNY Fredonia, GPA 3.3, Spring 20XX - Fall 20XX

Dean's List at Jamestown Community College, GPA 3.5, Fall 20XX - Fall 20XX

New York State Ms. Future Business Leader, *Most Accomplished Female Member*, April 20XX- April 20XX

PROFESSIONAL EXPERIENCE

Executive Intern, January 20XX – May 20XX

The Chautauqua County Child Advocacy Program, Jamestown, NY

- Developed relationships with clients and maintained confidentiality
- Collaborated with multi-disciplinary team members: District Attorney's Office, New York State Police, Chautauqua County Sheriff Department, and Chautauqua County Social Services
- Allocated donations for the annual Diamond Dinner fundraising event
- Performed general office support, correspondence, and research

Legal Intern, Honorable (Hon.) Joseph Gerace Sr., May 20XX – May 20XX

New York State Supreme Court, Jamestown, NY

- Reviewed petitions filed by commercial, industrial and residential taxpayers seeking a reduction in their real property assessments
- Engaged in fiscal and legal analysis of professional appraisals of real property involved in tax certiorari proceedings
- Provided evaluation of comparative properties identified by the parties as evidence in the appraisals, and submission to the Hon. Joseph Gerace Sr. for his consideration
- Prepared materials, packaged handouts for attendees, and assisted in recording attendance for Continuing Legal Education credit courses

Legal Intern, September 20XX – May 20XX

Law Office of Steven Wickmark, Cassadaga, NY

- Performed general office support, correspondence, and legal research

Administrative Intern, September 20XX – May 20XX

The Red House, Cassadaga, NY

- Maintained the website, and performed customer service, reception, and other administrative functions

Administrator Assistant, September 20XX – May 20XX

The People's Law School, Chautauqua County, NY

- Facilitated presentations at the distance learning sites used by the People's Law School seminars
- Coordinated community presenters and administrative oversight

New York State Treasurer, April 20XX – April 20XX

New York State Future Business Leaders of America

- Worked with Executive Treasurer to establish and balance budget, and managed grant and donation distribution
- Maintained records of monthly financial activities and approved requests for monetary reimbursements from other State Officers
- Developed new chapters, recruited student and professional members in Allegany, Chautauqua, and Cattaraugus Counties and raised capital for the March of Dimes

John Doe

5555 Main Road • Buffalo, NY 14072 • 716-866-2743 • jdoe@gmail.com

EDUCATION

STATE UNIVERSITY OF NEW YORK AT FREDONIA

Bachelor of Arts, English Literature, December 20XX

- GPA 3.9
- Summa cum Laude Honors Graduate
- Dean's List, every semester

EMPLOYMENT

PRODUCTION FLOOR COORDINATOR, November 20XX – Present

The Eastco Group, Orchard Park, NY

- Create weekly production planning schedule
- Assign tasks to production personnel
- Manage all inventory for production team – digital media duplication systems, shipping materials, specialty packaging, warehouse supplies and equipment
- Supervise and conduct all production floor tasks, including warehousing and fulfillment, product assembly, digital duplication and employee training

PAGE OUTPUT OPERATOR, November 20XX – November 20XX

Local Edge, Buffalo, NY

- Managed the daily workflow and processing of all incoming advertisement orders, both print and digital
- Examined all customer proofs for accuracy in layout and print quality
- Edited ad content where required to meet directory specifications
- Updated database of secure customer files for 87 phone book directories

LOAN OFFICER, June 20XX – November 20XX

Triumph Funding, Williamsville, NY

- Contacted potential clients daily regarding prospects for home loan refinance and investment properties in a call center environment
- Managed all aspects of real estate financial transactions, matching clients needs and resources with appropriate financial plans through a variety of lenders
- Reviewed financial details and secured funds through various lenders and third parties, from initial appraisal to final close

SOUND ENGINEER / REMOTE RECORDIST, October 20XX – May 20XX

Mark Custom Recording Service, Clarence, NY

- Served as chief recording engineer for numerous national and international ensembles at festivals hosted throughout the country
- Worked extensively in music recording and CD production as a studio engineer
- Edited and proofread art department text and promotional projects
- Supervised employee training in all areas of audio equipment operation

ART DEPARTMENT COORDINATOR, August 20XX – September 20XX

Eastern Standard Productions, Amherst, NY

- Prepared graphics materials for CD artwork replication
- Assisted graphic designers by managing workflow, providing quality control, and contacting clients daily
- Edited and proofread all art-related text to ensure accuracy

REFERENCES AVAILABLE UPON REQUEST

Jane S. Doe

555 Fay Drive, Fredericksburg, TX 78028-3030

555-555-5555

jdoe@fredonia.edu

OBJECTIVE An entry-level position as a laboratory technician at Roswell Park Cancer Institute

EDUCATION **State University of New York at Fredonia**
Bachelor of Science, Molecular Genetics, May 20xx
GPA: 3.25 – Graduated Cum Laude

- Dean's List, three semesters
- βββ Biological Honor Society, inducted 20xx; Treasurer 20xx
- 2nd Place, Regional Conference for "Modification of a PCR Technique," March 20xx
- ΦHΣ Freshman Honor Society, inducted 20xx, Vice President, 20xx-20xx

RELATED EXPERIENCE

Intern, Roswell Park Cancer Institute, Buffalo, NY, June 20xx-present

- Develop and perform experiments for detection of skin-associated T cell lymphomas
- Presented data at the βββ Regional Conference, and the Eastern Colleges Science Conference

Researcher, Department of Biology, SUNY Fredonia, August 20xx-May 20xx

- Researched literature and compiled data on STDs, including AIDS
- Developed an AIDS and STD manual for use in training campus staff associated with birth control and safe sex education

Lab Technician, Clark Laboratory, Inc., Jamestown, NY, May 20xx

- Performed ELISA testing for the Epstein-Barr Virus in clinical trials for research and development purposes

Tutor, College Tutoring Services, SUNY Fredonia, August 20xx-May 20xx

- Tutored students in biology and chemistry

Record Keeper, Department of Chemistry, SUNY Fredonia, August 20xx-May 20xx

- Kept records of chemical and instrument use

LABORATORY SKILLS	PCR	DNA Extraction	Plant/Animal cell culture
	PAGE	DNA Purification	Sterile/Aseptic techniques
	ELISA	Hybridoma cells	Agarose gel electrophoresis
	RE digests	Northern blot	Preparation of broth and agars
	Dot blot	Southern blot	Bacteria/fungi identification
	Cryostat	Micropipettors	Differential gradient centrifugation
	Transfection	DNA Sequencing	Bacterial mini-preps
	Monoclonal antibodies		

COMPUTER SKILLS Microsoft Office, Statview, Basic DNA sequencing and analysis software

EMPLOYMENT **Sales Associate, Elma Video World**, Elma, NY, 20xx-present
Office Clerk, Tops Friendly Markets, Warsaw, NY, 20xx-20xx
Night Desk Attendant, Fredonia, 20xx-20xx

ACTIVITIES AIDS and Sexuality Committee student liaison
College Ambassador
Birth Control Information Center (BCIC) Volunteer

John Doe, JR.

555 Main Street
Dunkirk, NY 14048
555-555-5555
Doe_22@gmail.com

OBJECTIVE

To obtain the Research and Development Carbonate Geophysicist position at Chevron

EDUCATION

State University of New York at Fredonia
Bachelor of Science, Geophysics, December 20xx

RELATED COURSES

Theoretical Mechanics	Geographic Information Systems I & II
Geophysics	Geomorphology
Structural Geology	Engineering Mechanics I
Thermodynamics	Structural Geology
Field Geology	Petroleum Geology
Minerals and Rocks	Geosciences Senior Seminar
Differential Equations	

RELEVANT EXPERIENCE

Intern, Soil & Water Conservation District/NRCS, Albuquerque, New Mexico, Summer 20xx

- Designed survey and supervised construction of ponds
- Advised farmers on erosion control and implemented better farm management
- Used GIS to conduct an inventory of farms within a watershed, which utilized airphotos, topomaps, and arcview to collect and develop a database

SKILLS

Equipment & Methods

- EM31 Conductivity meter, Field Magnetometer, Worden Prospector Model Gravimeter, Signal Enhancement seismograph, TLC meter, Monitoring wells, Surface water sampling, Flow meters, Alidade and Transit, Planimeter, Map wheel

Computer

- MapInfo, Arcview, ArcInfo, Visual Basic, Fortran, PowerPoint, Microsoft Word

Language

- Fluent in both Spanish and English

PROFESSIONAL DEVELOPMENT

New York State Geological Association
Buffalo Association of Professional Geologists
Annual Somos El Futuro Conference, Albany, NY, 20xx
Geophysics Society Treasurer, SUNY Fredonia

WORK EXPERIENCE

Sales Associate, Autozone, Pomfret, NY, May 20xx-present
Enumerator, US Census Bureau, Chautauqua County area, summer 20xx

ACTIVITIES

Treasurer, Latinos Unidos, 20xx-present
Black Student Union
Jewish Student Union
Diversity Awareness Committee

REFERENCES AVAILABLE UPON REQUEST

First Name Last Name

lastname@fredonia.edu

(555) 555 – 5555

123 Main Street, Generaltown, NY 14555

EDUCATION

State University of New York at Fredonia

Bachelor of Science in Biology, May 2017

- GPA: 3.29

BIOLOGY RELATED EXPERIENCE

Zookeeper Intern, Buffalo Zoo, Buffalo NY, Spring 2017

- Learned basics of being a zookeeper – feeding animals and diet habits, cleaning exhibits, observing behavior, and providing enrichment.
- Animals worked with: California Sea Lion, North American River Otter, Bennett's Wallaby, Himalayan Impeyan Pheasant and Cinereous Vulture.

Aquarist Intern, National Aquarium, Baltimore MD, Summer 2016

- Learn basics of becoming aquarist – feeding, water changes, buffering, and medical procedures.
- Assigned a gallery to take care of and handle all the projects that that entailed.
 - Animals worked with: Swell Sharks, Nautilus, Blind Cave Fish, American Eels, Large Bass, Green Moray, California Moray, Horn Shark, Leopard Shark, Rock Fish, and Red Grouper.

Fisheries Intern, U.S. Fisheries and Wildlife Service, Basom NY, Summer 2015

- Learned how to identify the various types of fish.
- Observed and took part in tagging of fish and electrofishing.

LAB/RESEARCH OPPORTUNITIES

Capstone Research Project, Internship, Summer and Fall 2016

- Based on National Aquarium Internship.
- Created my own aquarium tank and all aspects that it entails, such as filtration, specific animals and plants, and life support.
- Research project consisted of a research paper and presentation to faculty and peers.

Isolation of Acid Phosphatase, Biochemistry, Fall 2015

- Performed PNPP and Bradford assays to determine the identity of the protein.
- Used different types of chromatography to separate protein.
 - Examples include: denaturing using heat treatment, centrifugation, gel filtration, and ion exchange.

The Effect of the *SRm160²⁶⁹³⁸* on *Drosophila melanogaster* and the *spn-B^{BU}* Mutation, Genetics, Fall 2014

- Performed four crosses of *Drosophila* to create certain genotype where the genes were on the same homologue in cis formation.
- Created and ran Polymerase Chain Reaction gel to determine if the specific genotype was present.

LEADERSHIP AND ENGAGEMENT

Beta Beta Beta National Biological Honor Society, Spring 2016 – Spring 2017

Secretary, **Fredonia for St. Jude**, Fall 2016 – Spring 2017

Teacher's Assistant, **Organismal Biology Lab**, Spring 2016 and Spring 2017

- Performed dissection on a shark and pigeon.

Teacher's Assistant, **Introduction to Ecology and Evolution Lab**, Fall 2015

Biology Club, Fall 2013 – Spring 2017

TECHNICAL SKILLS

Dissecting Basic Electrofishing Buffering Data Analysis Geographic Information Systems
Chromatography Scuba Certified Previously First Aid Certified

EMPLOYMENT

Faculty Student Association of SUNY Fredonia - Food Service Attendant, 2016 – Present

Residence Life of SUNY Fredonia - Office Assistant, 2013 – 2015

The City of Lockport - Lifeguard and swim instructor at Community Pool, 2011 – 2015

Lockport City School District - Lifeguard, 2011 – 2012

The Villager Apartments - Lifeguard, Lockport, NY, 2010 – 2012

First name Last name

youremail@fredonia.edu | Street, City, State 11804 | (716) 555-1234

EDUCATION

State University of New York at Fredonia, Bachelor of Arts, Psychology and Sociology, expected May 2020

- GPA: 3.52 overall, 3.60 major

HONORS/AWARDS

- Deans list: five semesters
- Daniel Krawczyk Award and Psychology Department Merit Award
- Psi Chi, The International Honor Society in Psychology

Psychology of Art Study Abroad, University of Stirling, Summer 2018

- Researched and presented data on different types of psychology and how they relate to art
- Researched photography throughout the years

RESEARCH

Sexual Aggression & Assault: Online Simulation and Survey, Dr. D. Rogers, Spring 2019 – Spring 2020

- Finalize the online simulation and survey, send and facilitate the simulation and survey to students, collect and analyze data, and present the findings at research fairs and conferences

DiBattista, C. N., King, J. A. C., Rogers, D. (2019, May). *The Five Factor Model and Women's Beliefs about Men's Sexual Assault*. Poster session presented at Fredonia's Student Research and Creativity Exposition, Fredonia, NY.

King, J. A. C., DiBattista, C. N., Rogers, D. (2019, April). *The Five Factor Model and Women's Beliefs about Men's Sexual Assault*. Poster session presented at the SUNY Undergraduate Research Conference, Niagara, NY.

Parent/Child Verbalizations When Sharing a Wordless Picture Book, Dr. A. Zevenbergen, Fall 2019 - Spring 2020

- Compose an IRB proposal, read and review literature pertaining to picture books with and without words, update the coding system, and collect and analyze data

Co-Constructed Narratives between Parents/Children, Dr. A. Zevenbergen, Spring 2019

Zevenbergen, A. A., Haman, E., Zevenbergen, J. A., & DiBattista, C. N. (2019, March). *References to communication in parent-preschooler co-constructed narratives*. Poster session presented at the biennial meeting of the Society for Research in Child Development, Baltimore, MD.

How and when phobias emerge, Sociology Research Methods, Fall 2018

- Collected data and wrote a proposal for a final empirical journal article to support my findings

How movies affect dreams, Psychology Research Methods, Spring 2018

- Analyzed previous research and my own data to write an empirical journal article to support my findings

INTERNSHIPS

High School Counseling Intern, Dunkirk High School, Fall 2019

- Assist in helping to facilitate student academic programs and develop and deliver classroom presentations
- Attend PLC, 504, and IEP meetings
- Review, support, and participate in implemented school counseling plans and groups
- Shadow the middle school social worker and the district-wide school psychologist

Employee Assistance Program Intern, Fredonia Counseling Center, Spring 2019

- Single-handedly coordinated and facilitated Take Your Child to Work campus-wide events for 32 children
- Provide health, wellness, and counseling opportunities and events for employees' fitness

Mentoring Internship, Psychology Department, Fall 2018

- Provided guidance for mentees regarding academics, time management, health/wellness, and clubs
- Completed seminar for Fredonia Foundations (general education) to advise in course selection

LEADERSHIP

Sole Student Member, Psychology Department Recruitment Committee, Fall 2019 – Spring 2020

- Send a personal letter to perspective students, have phone calls with those who have questions, and talk about my achievements and time here at Fredonia

President, Psi Chi Psychology International Honor Society, Fall 2019 – Spring 2020

- Represent and hold meetings for our honor society
- Plan events to help guide fellow students with their resume and graduate school endeavors

Study Abroad Ambassador, Fredonia International Studies Office, Fall 2018 - Spring 2020

- Created and presented PowerPoint presentations to inform students about the Study Abroad opportunities they could have and my experience
- Volunteered at study abroad open houses, orientations, and other International Studies events
- Planned and executed on-campus events

Vice President / Treasurer, Psychology Club, Fall 2018 - Spring 2020

- Help perform presidential duties, and talk to students about their questions and concerns
- Managed budget from FSA (Faculty Student Association) to purchase materials for each event
- Engaged in community volunteer programs including tutoring fellow students during office hours
- Attend campus-wide seminars providing information about budgeting and sexual assault

International Buddy Program for the International Student Association, 2018

- Guided international buddy to join clubs, and participated in events and shared resources
- Assisted with school work, particularly English grammar

DANCE LEADERSHIP

Orchesis Dance Company, 2016 -Present

- Choreograph and teach dances to be performed at the end of each semester
- Attend rehearsals 3-4 times a week
- Attend at least two workshops per semester
- Participate in end-of-semester performances
- Engage in community volunteer programs

Enviéd Expressions Dance Team, 2018 – Present

- Attend practices 3-4 times a week
- Assist with choreography and instruction
- Engage in various performances during the school year

Fredonia Dance Team, 2016 - 2017

- Attended practices 2-3 times a week
- Participated in various performances throughout the school year

EMPLOYMENT

Hostess, waitress, and countertop employee, The Mixed Grill, Summer 2019

- Greet patrons, take orders, prepare the food, check out the customers

Choreographer and Dance Instructor, Shibley Day Camp, Summers 2011 - 2017 (partial pay)

- Choreographed dances for girl's ages 5-14. 20-30 girls per group (5-6 groups)
- Planned and managed an end-of-summer recital for parents and other campers

TECHNICAL SKILLS

SPSS support

Microsoft Word, Excel, PowerPoint

JASP data analysis

COMMUNITY ENGAGEMENT

Take Your Daughters/Sons to Work Day
Accepted Students Day (2 years)

Fall Sweep (3 years)
Walk to End Alzheimer's

Relay for Life (2 years)

Your Name

Street Address, City, State Zip Code
Phone Number youremail@fredonia.edu

EDUCATION

State University of New York at Fredonia
Bachelor of Science in Sport Management, expect May 2019
Minor: Business Administration Major GPA: 3.29

ATHLETIC INVOLVEMENT

NCAA Division III Women's Soccer, SUNY Fredonia, Fall 2015- Fall 2018

- Demonstrated strong commitment, work ethic, team and time management skills

SPORT MANAGEMENT INTERNSHIPS

Marketing Services Intern, Rochester Red Wings Minor League Baseball, Spring 2019, Rochester, NY

- Marketing Services- assist its corporate sales department in the management, fulfillment and renewal of corporate accounts

Game Day Operations Intern, Cape Cod Baseball League, Summer 2018, Eastham, MA

- Game Day Operations- setup and tear down the field for every game, retail/ sales- home plate shop

Sport Event Management Intern, SUNY Fredonia NCAA Athletics, January 2018- April 2018

- Game Operations- planning, setting up for, and managing game day events, assist game day operation staff with various tasks

Sport Development Intern, Student-Athlete Abroad, Summer 2017, Cape Town, South Africa

- Primary focus was to enable, educate, and encourage learners from previously disadvantaged communities to participate in physical activity
- Social media, planning, developing interpersonal skills

LEADERSHIP

Fredonia Student Athlete Advisory Committee, SUNY Fredonia, Fredonia NY

- Demonstrated community involvement and leadership and social media skills
- Active role in Around the World for Yearley campaign

SUNYAC Fredonia Representative Student Athlete Advisory Committee

- Demonstrated community involvement, leadership

EMPLOYMENT

Tim Hortons Team Member, Niagara Falls, NY Fredonia, NY
Mississippi Mudds, North Tonawanda NY
Computer Lab Proctor, SUNY Fredonia, Fredonia NY
American Eagle Seasonal Sales Associate, Niagara Falls NY
Cashier Eastham Superette, Eastham, MA

COMMUNITY SERVICE

Fall Sweep **Soup Kitchen** **Special Olympics**

Your Name

Your full address (area code) phone number youremail@fredonia.edu

EDUCATION

Bachelor of Science in Sports Management, anticipated May 2022

The State University of New York at Fredonia

- Dean's List: 3 semesters
- GPA: 3.47

RELEVANT EXPERIENCE

Super Bowl LIII Intern, Atlanta, Georgia February 2019

- Traveled with a team of 12 Fredonians and worked with college students from across the country
- Learned proper conduct with fans; worked crowd control for Super Bowl LIVE and Atlanta HQ

Facility Design Class Project, SUNY Fredonia Fall 2019

- Collaborated with a team of 4 to create a community center for a hypothetical college
- Practiced working with a budget of \$27m while assuming the role of Vice President
- Led class presentation laying out features in our facility; received mastery grade

The Ganson (4 Day Golf Tournament), Hamburg, New York August 2019

- Assisted with setting up and breaking down the golf course
- Worked with a team of 10 - 20 employees

Coursework

Sports in Diverse Societies	Technology in Sport	Facility Management
Digital Mktg for Sport Management	Event Management	Principles of Sport Management
Intro to Information Systems	Craft of Writing	Principles of Microeconomics

OTHER EMPLOYMENT

Clerical Assistant, Career Development Office, Fredonia, New York 2019 - Present

- Posted jobs and internships into the campus' online system; created and gave a presentation

Busser, Wanakah Country Club, Hamburg, New York 2019 - Present

- Worked fast-paced formal events including banquets, birthday parties, and tournaments

ATHLETICS

Junior Varsity, Varsity Baseball: Lake Shore High School 2015 - 2017

Umpire: Evans Youth Baseball 2014 - 2017

Fredonia Intramural Sports: Volleyball, Hockey, Dodgeball 2018 - 2019