**FIRSTNAME LASTNAME**

Martin, TN 38237 | 731.123.1234 | email@ut.utm.edu

**SUMMARY OF QUALIFICATIONS**

* Energetic, servant leader with strong organizational, delegation and problem solving skills
* Bilingual (Spanish and English) young professional with experience traveling and serving internationally
* Creative and effective communicator (verbal and written) with presentation and design experience
* Fundraising experience, able to coordinate events, develop marketing materials and cold call

**EDUCATION**

**University of Tennessee at Martin (UTM)**; Martin, TN | *Bachelor of Arts, Political Science*; December 20XX

* Public Administration Concentration | Spanish Minor
* GPA: 3.3

**NON-PROFIT EXPERIENCE**

**Need Line (Food Pantry)**; Martin, TN | *Volunteer*; August 20XX – present

* Stocked shelves and organized incoming deliveries and donations
* Answered phones and scheduled volunteers

**Local Non-Profit**; Memphis, TN | *Intern*; June – August 20XX

* Conceptualized, designed and produced marketing materials for Gala fundraiser, increasing ticket sales 20%
* Managed customer experience, serving as first point of contact via phone and face-to-face

**Big Brother Big Sister**; Union City, TN | *Mentor/Activities Volunteer*; August 20XX – May 20XX

* Mentored and tutored girl who had trouble socializing with her peers
* Collaborated with supervisor to plan weekly activities for children

**American Red Cross of Mid-West Tennessee**; Jackson, TN | *Consultant*; January 20XX – May 20XX

* Evaluated the organization as a whole
* Wrote report with professional suggestions for improvement

**CAMPUS LEADERSHIP EXPERIENCE**

**UTM Career Planning & Development**; Martin, TN | *Career Educator*; August 20XX – present

* Presented programs and services to groups of students
* Planned and executed marketing and educational events on campus

**“College Day”**; Martin, TN | *Program Committee Chair*; April 20XX

* Coordinated University tour for visiting 8th graders
* Created team building and leadership activities to engage students and educate about UT Martin

**Student Government Association**; Martin, TN | *Secretary of Campus Projects*; April 20XX – March 20XX

* Delegated tasks and communicated (email, phone and face-to-face) regularly to ensure project success
* Published programs, designed t-shirts, organized judges and sold tickets to 500 students and adults

**INTERNATIONAL EXPERIENCE**

**Spain Study Abroad**; Seville, Spain | *Home Stay*; June – July 20XX (8 weeks)

* Coordinated weekend travel for group of 10 and translated during excursions

**Las Colonias Service Group**; Juarez, Mexico |*Volunteer*, June 20XX; June 20XX (one week)

* Constructed nursing home and housing in slums of Juarez and hosted block party

**TECHNICAL SKILLS**

* Proficient with Microsoft Word, PowerPoint, Excel and Publisher
* Working knowledge of Adobe Photoshop, Illustrator and InDesign
* Comfortable marketing resources through Facebook, Twitter, Snapchat, Instagram and HootSuite