

Your First and Last Name

City, State; Email; Phone

EDUCATION

James Madison University (JMU)

Harrisonburg, VA

Master of Education, College Student Personnel Administration

May 20XX

Coursework: Statistical Methods in Psychology, Multiculturalism, Diversity, and Difference: Theory, research and practice in Student Affairs, Counseling Strategies: Brief Counseling and Crisis Intervention

James Madison University (JMU)

Harrisonburg, VA

Bachelor of Science in Sociology

May 20XX

Academic Distinctions: JMU Centennial Scholar, Presidents List: Fall 20XX- Spring 20XX

HIGHER EDUCATION EXPERIENCE

University Career Center, JMU

Harrisonburg, VA

Graduate Assistant

May 20XX- Present

- Facilitate 10+ workshops on resume writing, interview skills, and job search strategies, reaching over 200 students
- Supervise and train a team of 5 student staff members, providing guidance and support in delivering career services and programming effectively
- Conduct outreach to 20+ student organizations to promote career center services and events

Blue Ridge Community College (BRCC)

Weyers Cave, VA

First- Year Student Transition Coach

November 20XX- July 20XX

- Managed communication for 207 high school seniors applying to BRCC
- Supported students in the application, financial aid and onboarding process
- Co-taught welcome classes for both incoming ESL students and general student body

Student Leadership Center (JMU)

Harrisonburg, VA

Practicum Student

August 20XX- May 20XX

- Re-branded Strength's training program to Clifton Strengths and developing training while providing one-on-one coaching for Clifton Strengths Assessment
- Launched and co-lead a 12-week applied leadership program for Fraternity and Sorority Life
- Transferred 60-hour in-person retreat to a two-week immersive 30-hour virtual training retreat
- Hired, on-boarded, certified and supervised student employees

JMU Office of Student Activities and Involvement

Harrisonburg, VA

Program Coordinator

August 20XX- May 20XX

- Co-coordinated a weeklong leadership program, Presidential Leadership Academy
- Planned and coordinated schedule, events, and speakers for an annual weeklong leadership program to empower campus student leaders especially student organization presidents at JMU
- Managed contacts and gathered general information of attendees prior to their attendance
- Facilitated 6 activities focusing on cooperation, team building, and leadership skills such as group dynamics, communication, interpersonal interaction, strategic planning, and ethical decision making

VOLUNTEER EXPERIENCE

Big Brothers Big Sisters of America

Harrisonburg, VA

Facilitator Mentor

May 20XX- August 20XX

- Assisted in program development and technology training for 12-year-olds enrolled in the Young Women's Leadership Program.
- Served as mentor and class facilitator for 3 programs a week dealing with relevant social topics such as conflict resolution, self-esteem building, and healthy communication skills

Partnership for the Future

Virginia

College Essay Editor

May 20XX- August 20XX

- Coached 20+ students with brainstorming, outlining, and refining admissions essay topics, ensuring alignment with prompt requirements and personal narrative goals

LEADERSHIP AND CAMPUS INVOLVEMENT

Community Engagement and Volunteer Center, JMU

Harrisonburg, VA

Learning Partner: National Park Service, Redwoods National Park, Orick, CA

March 20XX

- Collaborated with two student leaders and seven student participants in trail maintenance activities, including fallen tree and limb removal, brush and vine trimming, and overall trail clearing
- Provided guidance and mentorship to the student leaders and participants, fostering personal growth, mutual awareness, and life-long learning in a purposeful service experience

Community Engagement and Volunteer Center, JMU

Harrisonburg, VA

Alternative Break Coordinator

May 20XX- August 20XX

- Recruited and mentored student leaders to facilitate alternative break trips, fostering a team of service-minded individuals dedicated to making a positive impact
- Organized and facilitated training sessions for 20 alternative break leaders to equip them with the necessary skills and resources to plan and execute successful service trips, empowering them to lead with confidence and competence

JMU Department of Psychology: Diversity Issues in Psychology

Harrisonburg, VA

Teaching Assistant

August 20XX- May 20XX

- Facilitated discussion sessions and provided academic support to undergraduate students, enhancing their understanding of course material and improving engagement
- Evaluated assignments and exams, providing constructive feedback to students and assisting the professor in managing course logistics