

# Mary Jane

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Washington, DC 20002

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(425) 591-6027

## Education

Tiffin University-Major: Criminalistics, Minor: Forensic Science

May 2019, expected graduation

## Academic Honors

Dean's List (4 semesters)

Trustee Scholarship (5 semesters)

Music Department Scholarship (5 semesters)

## Work Experience

*Lab Assistant at Tiffin University*

October 2017-present

- Prepare stock and sample solutions
- Grade lab reports
- Clean, organize, and put away equipment

*McDonald's*

May 2017-January 2018

- Employee of the Month July 2017
- Prepared and served food for customers and manned cash register
- Provided maintenance and cleaning services

*Bennington Glen Nursing & Rehabilitation*

August 2016-May 2017

- Prepared food for residents, guests, and workers
- Assisted residents in filling out weekly menus
- Signed delivery and stock papers

## Leadership Experience

*Kappa Kappa Psi*

*Student Government Representative*

April 2016-March 2017

*Recording Secretary*

April 2017-present

- Take attendance at all meetings and events
- Keep minutes for all meetings
- Maintain and update individual member information

*National Society of Leadership and Success*

*Secretary March 2016-January 2018*

March 2016-January 2018

*Vice President*

January 2018-present

- Facilitate mandatory induction events
- Maintain attendance and co-curricular sheets

*Northridge Improvisational Comedy Club*

*Co-Founder and Secretary*

September 2016-present

- Keep minutes for all meetings
- Take attendance at all meetings and events
- Facilitate auditions and non-profit events

*Tiffin University Marching Band*

*Section Leader*

August 2016-present

- Provide musical assistance in and out of practice and events
- Facilitate section rehearsals
- Assist band director

## Skills

Spanish (advanced conversational), Microsoft applications, IBM SPSS, LoggerPro

**JOHN J. SMITH**  
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**Current Address**

1900 Nueces Street  
Austin, TX 78701

**Permanent Address**

123 Douglas Road  
Bellaire, TX 77701

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**EDUCATION**

December 2014

**The University of Texas at Austin**

Bachelor of Arts  
Major: Communications  
Minor: Journalism Minor: Arabic  
Overall GPA: 3.57 / 4.00  
Relevant Coursework: Global Journalism, Public Opinion and Advocacy

**HONORS**

Texas Exes Scholarship (2009-2010)  
Dean's List (three semesters)

**EXPERIENCE**

**Uno Chicago Grill, Austin, TX**

January 2010 – Present

*Server, 216-seat casual dining restaurant*

- Work 18 hours each week while maintaining full course load
- Simultaneously served up to 28 patrons per three-hour shift
- Collaborate with fellow staff to provide complete table service including completing food orders, running orders to tables, and clearing and setting tables
- Resolve customer complaints in calm and compassionate manner

**The Daily Longhorn, Austin, TX**

September 2011 – Present

*Editor*

- Edit articles on all sections of newspaper and select issues that heighten reader interest
- Delegate tasks to team members to ensure fresh stories are submitted daily
- Coordinate with layout artists to fit and blend content and theme to maximize daily revenues on ads by striking commercial interest
- Write articles in opinion section in relation to the current events and political views.

**LEADERSHIP AND SERVICE EXPERIENCE**

**Journalism Student Council, Austin, TX**

September 2011 – Present

*Vice President*

- Host monthly events for journalism students such as networking events, resume and cover letter workshops as well as upperclassmen panels
- Oversee 5-person committee supporting school in commencement ceremonies twice yearly

**The Woman's Hospital of Texas, Houston, TX**

June 2011 – September 2011

*Maternity Unit Volunteer*

- Aided up to 8 nurses in 48-bed unit by monitoring babies in nursery, visiting with families, organizing patient charts and other daily tasks
- Ensured correct identification of over 100 newborns

**SKILLS**

**Computer** – Microsoft Office (Publisher, Excel, Word, PowerPoint), Quark, Adobe PageMaker

**Language** – Conversational Arabic