

FirstName LastName

Towson, MD
410-000-000
tstudent@gmail.com

EDUCATION

Bachelor of Science, Metropolitan Studies

Towson University, Towson, MD

May 20XX

- Minor: Business Administration
- Honors College

RELATED EXPERIENCE

Research Assistant

February 20XX - Present

Towson University, Business Administration Department, Towson, MD

- Explore and collect research data using professional online databases including Academic OneFile and JSTOR
- Present information to staff to explain and identify important elements of the data
- Compose excel sheets from data and file them for future use

Summer Program Intern

May 20XX – August 20XX

Montgomery Coalition for the Homeless

- Analyzed program data using the Homeless Information Management System (HMIS)
- Helped research best practices and design new program models for housing and employment programs, including the Creative Housing Initiative Pilot Project and Safe Havens
- Supported program directors and case managers in effectively delivering the highest quality services

Volunteer

Villa Soleada Helping Honduras Trip, Honduras

June - July 20XX

- Built foundation of bilingual home at Villa Soleada
- Collaborated with Honduran locals and fellow students to teach English

EXTRACURRICULAR ACTIVITIES

- Member of Students Helping Honduras

June 20XX- Present

- Volunteer for Alternative Break Connections to Rome

June 20XX- August 20XX

ADDITIONAL EXPERIENCE

Server

Bertucci's, Timonium, MD

August 20XX – November 20XX

- Aided customers in decision making and consistently fulfilled customer orders correctly
- Collaborated with fellow employees to ensure efficiency in meeting every customers' needs
- Served up to 30 customers seated at six tables at one time