

RONALD RESUME

Current Address:
1111 Columbia Road
Columbia, SC, 29208

Rresume@email.sc.edu | (803) 555-5555

Permanent Address:
2222 Brown Road
Charlotte, NC 28226

EDUCATION

University of South Carolina; Columbia, SC
Bachelor of Arts in Sociology, Minor in Political Science; May 20xx
Overall GPA: 3.25, Dean's List: 2 Semesters

Study Abroad: Universidad Veritas; San Jose, Costa Rica; Spring 20xx

RELEVANT COURSEWORK

Juvenile Delinquency
Information Technology and the Human Services
Legal Aspects of Social Welfare
Children and Family Services

Social Welfare Policy
Diversity in the Workplace
State and Local Government

RELATED EXPERIENCE

Boys and Girls Club of the Midlands, Columbia, SC

Teen Counselor, May 20xx-Present

- Develop activity programming and supervise 20+ preteens
- Assist children with homework and provide tutoring to students in variety of subjects
- Organize educational programs such as "Passport to Manhood™" and "CareerLaunch™"

Three Rivers Behavioral Health, Columbia, SC

Volunteer, May-August 20xx

- Shadowed KEYS (Knowledge and Excellence for Your Success) Counselor during outpatient sessions
- Gained a better understanding of working with troubled teens in a mental health facility

YMCA, Columbia, SC

Childcare Coordinator/ Volunteer Counselor, summers, 20xx, 20xx

- Facilitated bi-weekly meetings with four other counselors to plan weeklong summer camps for community children
- Provided educational activities for approximately sixty fifth-grade students to increase skills in reading and math
- Supported childcare function for families in need of daycare assistance
- Identified caretakers and matched them with families
- Successfully coordinated over 75 placements for the summer program

ADDITIONAL EXPERIENCE

Development Office, University of South Carolina-Columbia

Office Assistant, August 20xx-Present

- Demonstrated attention to detail while completing clerical tasks including filing, mass mailing, photocopying, faxing, and data entry

O' Charley's, Columbia, SC

Server, August 20xx-August 20xx

- Assisted with training of 10 new employees

ACTIVITIES

Active Minds, Member

- Destigmatize mental illness and promote mental health awareness through peer contact

SKILLS

Basic Spanish

Proficient in SPSS; Microsoft Word, PowerPoint, Excel, Outlook; Adobe Photoshop