

EDUCATION

Bachelor of Arts Exercise Science and Spanish, St. Olaf College: Northfield, MN Anticipated graduation May 2016

- Cumulative GPA: 3.65

Central High School: St. Paul, MN

- Cumulative GPA: 3.65
- Recipient of the International Baccalaureate Diploma
- Advanced Placement (AP) Scholar with Distinction

Graduated June 2012

Consistent formatting within and between sections creates a visually appealing and easy to read document.

RELATED SKILLS

- Proficient with Endnote
- Advanced Spanish speaking and writing skills

Having a clear purpose makes organization of content easier. Information supportive of the applicant's goal is easy to find.

INTERNSHIP EXPERIENCE

Hazardous Waste Department Intern, Ramsey County Environmental Services: St. Paul, MN Summers 2010 – 2012

- Contacted hazardous waste disposal plants and compiled information for a county-wide waste information bulletin
- Organized files to improve company fluidity and created new files to encompass the growing system
- Taught interns to screen for hazardous waste generators aiding supervising environmentalists in new generator licensure and database expansion
- Corrected Property Identification Number Maps database errors to prevent incorrect zoning and licensing issues

ADDITIONAL WORK EXPERIENCE

Library Assistant, St. Olaf College Rolvaag Memorial Library: Northfield, MN September 2012 – Present

- Assist patrons by helping to find library resources and circulating materials to further research and study
- Provide an environment conducive to efficient study by maintaining neat and orderly facilities
- Acquire new materials and circulate resources between libraries on scheduled mail runs to provide St. Olaf and students at other colleges with additional academic resources

Mail Room Assistant, St. Olaf College Mail Room: Northfield, MN September 2012 – Present

- Sort mail on shelves with accuracy and in a way that mail room staff can locate packages quickly and safely

Stocker, Kowalski's – Woodbury, Produce Department: Woodbury, MN Summers 2011-2013

- Established an environment attractive to customers by restocking and reorganizing produce
- Ensured produce freshness and safety through regular sifting and observation
- Helped customers save time and money by assisting them locate produce and understand sales and coupons

VOLUNTEER EXPERIENCE

Mission Trip with the Night Ministry and various volunteer activities: Chicago, IL August 2011

- Cooperated with others to prepare and then to distribute over 800 meals to people in need
- Led an activity booth at a children's summer festival to provide entertainment for underprivileged kids

Heifer International Mission Trip: Perryville, AR August 2009

- Composted and cleaned animal pens at Heifer International to help maintain a nearly self-sufficient process

Youth Works Mission Trip: Alamosa, CO August 2008

- Collaborated with other volunteers to clean, organize, and shelve items in a thrift store to administer affordable options for a low income neighborhood
- Supervised, practiced reading skills with, and played with children at a summer program

The Family Place: St. Paul, MN July 2008

- Enhanced living conditions at a battered women's shelter and at a homeless shelter by cleaning the facility
- Helped with pricing and stocking clothes and Goodwill to provide more options to low income consumers

CO-CURRICULAR AND LEADERSHIP ACTIVITIES

Intercollegiate Football Athlete, St. Olaf College

Captain Positions at Central High School:

- Co-Head captain on the Football team during the 2010 and 2011 seasons
- Captain of the Baseball team for the 2009 and 2010 seasons
- Captain of the Swim team for the 2010-2011 season
- Chosen as the Most Valuable team member for the 2010 Football season

Content focused on contributions and outcomes makes it easy for the reader to see how the candidate may perform in their next role.