

**Ima Typicalus Sociologist**

555 East Main Street, College Town, Mystate 45678 | Tel. (222) 333-4444 | Myemail@myuniversity.edu

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**EDUCATION**

**My State University**, College Town, Mystate

*Bachelor of Arts*, May 2011 (Expected)

Major: *Sociology*

Minor: *Psychology*

GPA: 3.56/4.00 (*major*) 3.27/4.00 (*overall*)

\*Financed 90% of my educational expenses through work

**HONORS**

Dean's List: Fall 2009, Spring 2010, Fall, 2010

Elected to Alpha Kappa Delta, International Sociology Honor Society

Best Undergraduate Sociology Paper Award, 2010

**COMPUTER, LANGUAGE, and STATISTICAL SKILLS**

Communications Software: Microsoft Word and PowerPoint, WordPerfect Office

Statistical Software: Microsoft Excel and SPSS

Qualitative Analysis Software: NVivo

Operating Systems: Windows and Macintosh

Survey Software: Survey Monkey

Analyzed survey data and wrote 25-page report

Conducted in-depth interview of college students

Develop topic-area bibliography using search engines

Intermediate-level Spanish

**INTERNSHIP**

**Services for Youth**, LittleTown, Mystate

*Program Intern*, January 2010 - August 2010

Updated agency website

Created web-based client satisfaction survey using Survey Monkey

Interviewed clients

**WORK EXPERIENCE**

**My State University**, College Town, Mystate

*Multicultural Advisor, Office of Residence Life*, August 2009 - Present

Create educational and social programs that focus on diversity themes, for residence hall of 300 students

Counsel residents and serve as a campus resource

**College Bar and Grill**, College Town, Mystate

*Bartender*, May 2008 - August 2009

Trained new wait staff and bartenders

Served food and beverages to customers

**ADDITIONAL ACTIVITIES**

**Presenter**, Annual MyState University Conference on Social Issues

"Promoting the Diverse University: A Study of Student Attitudes and Experiences"

**Student Liaison** to Sociology Department, 2009-10

Elected by fellow students to represent their interests to the 20-person department and to the department chair

**Ari Sociologist**

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Position Applying For

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**SUMMARY OF QUALIFICATIONS**

**Communication Skills**

- Familiar with a variety of communication software packages, including: Microsoft Word, PowerPoint, and Publisher;
- Composed information letters for clients seeking agency services
- Wrote reports for agency directors on the volume of clients served
- Trained new wait staff and bartenders
- **Increased active membership in Sociology Club by 20%**

**Analysis Skills**

- Familiar with a variety of data analysis software packages, including: SPSS and Excel for quantitative data and NVivo for qualitative data
- Planned and executed focus groups to explore the satisfaction of clients served by health awareness program
- Wrote 15-page data analysis report, based on focus group findings
- Provided PowerPoint presentations to stakeholders summarizing focus group results
- Presented findings from survey on diversity in the community at campus conference (based on student group project from course on Race and the Community)

**Organization Skills**

- Assisted with the transition from a paper to a web-based system for managing schedules of drivers for Meals on Wheels Program for seniors
- **Helped raise \$10,000 for programs for seniors (the largest amount ever raised by students in the county)**

**EDUCATION**

**My State University**, College Town, Mystate

*Bachelor of Science*, May 2011 (Expected)

Major: *Sociology* Minor: *Gerontology*

GPA: 3.46/4.00 (major) 3.27/4.00 (overall)

**WORK AND INTERNSHIP EXPERIENCE**

**Services for Seniors**, LittleTown, Mystate

*Program Intern*, January 2010 - August 2010

**College Bar and Grill**, College Town, Mystate

*Server*, May 2008 - August 2009

**INVOLVEMENTS**

**Mycounty Council on Aging Fundraiser** (Service Learning Project in Sociology of Aging course)

**Vice President**, Sociology Club