

PHOEBE PHILOSOPHY

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EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Arts

Expected May 20XX

Major: Philosophy

- GPA: 3.90 (Major); 3.95 (Overall)
- Awards: Founder’s Scholarship, Dean’s List (Fall 20XX – Spring 20XX)

RELEVANT EXPERIENCE

American Philosophical Association, Philadelphia, PA

Philosophy Intern

September 20XX – May 20XX

- Researched and reported on the demographic makeup of the discipline of philosophy, including statistical analysis
- Assessed and improved office and association policies, procedures, and practices
- Researched data and reports in APA publications

La Salle University Students’ Government Association, Philadelphia, PA

Vice President of Publicity

September 20XX – September 20XX

- Increased membership of SGA by 25% through new media and recruitment campaign
- Created and publicized first ever Student Appreciation Day for student body of 7,000

WORK EXPERIENCE

La Salle University Office of Financial Aid, Philadelphia, PA

Office Assistant

September 20XX – Present

- Organize office documents; process checks into Banner Software System
- Provide a high level of confidentiality due to services offered in Financial Aid

LEADERSHIP & ACTIVITIES

Student Volunteer Association, Membership Chair

October 20XX – Present

- Promote involvement and manage communication between students by creating flyers, portal announcements, and sending out emails to members
- Increased membership by 20% in 1 year

African American Student Alliance, President (Spring 20XX-Present), Member

August 20XX – Present

- Preside over meetings and liaise with the La Salle community to promote diversity and unity among peers
- Coordinate annual MLK Day Event with an approximate attendance of 150+ patrons, which includes securing lecturers, hiring vendors, and overseeing event set-up and break-down

Christmas Wrapping for Kids, Seasonal Volunteer

December 20XX – December 20XX

Susan G. Komen Race for the Cure, Volunteer

October 20XX & October 20XX

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Publisher), Google Analytics, Google AdWords, Qualtrics, SurveyMonkey, Microsoft Outlook

Language: Fluent in Spanish