

JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

Professional Summary

To obtain an internship in Kinesiology, including the areas of exercise, sports, fitness, health, and human performance.

Core Qualifications

Critical thinking and active learning Problem solving and decision-making Interpersonal relationships and teamwork strategies Time management, organization, and planning

Experience

Advancement Services Database Assistant, 09/2014 to Current

ADVANCEMENT SERVICES OFFICE – City, STATE

- Locate and correct data entry errors, or report them to supervisors.
- Compile, sort and verify the accuracy of data before it is entered.
- Read source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.

Campus Dining Student Worker, 08/2012 to 06/2014

CAMPUS DINING – City, STATE

- Provide students and other members of the collegiate community with a true sense of satisfaction throughout a friendly and optimal costumer service.

Education

Coaching and Catholic Studies, May 2016

LORAS COLLEGE - DUBUQUE, IA

GPA: GPA: 3.945

GPA: 3.945 Coaching and Catholic Studies Breitbach Catholic Thinkers & Leaders Program Honors Program

Diploma: June 2012

COLEGIO SANTA FRANCISCA ROMANA - BOGOTA

91/100 pt. scale Student of the Year (June 2012) Three-year soccer player and one-year basketball player

Professional Affiliations

Interests

Loras College Kinesiology Club member, (2012-2013) officer, (2013-2014) and treasurer (2014-present) Loras College Campus Ministry active member, participant, and server (2012-present) L.I.S.A. (Loras Intercultural Student Association) member (2012-present) COLLEGIATE ATHLETIC TEAMS Loras College Soccer (2012), Cross Country (2013-present), and Track and Field (2012-present) SERVICE AND MISSION TRIPS New Orleans (2013) Chicago (2014) Honduras (2014) LEADERSHIP AND VOLUNTEER PROJECTS Volunteer participation and service with Green Iowa AmeriCorps and DMASWA (Solid Waste Agency Education) among the Dubuque and Loras College communities to promote sustainable actions (2013-present) Leader of the project "Loras Hunger Outreach", directed towards the donation of meals to the Dubuque's Mission (2014) PERSONAL Member of the Soccer Clubs INTER (2004-2008) and Besser F.C. (2009-2012) in Bogota, Colombia Convened to the National Colombian Women's Soccer Team (2011)

Languages

Writing and oral communication skills (Spanish as native language and English as second language)

Skills

oral communication, Interpersonal, Critical thinking, data entry, decision-making, English, Problem solving, Read, sales, scanners, Spanish, teamwork, Time management

Additional Information

- AWARDS AND HONORS ACADEMICS Dean's List (Fall 2012-present) Breitbach Catholic Thinkers and Leaders Scholarship (2012-present) ATHLETICS General Awards Two-year Varsity Cross Country and Track and Field Letter Awards Winner (2013-2014) Underclassmen Loras College Athlete of the Year (2014) Most Improved Athlete of the Year (organized by the Lorian Newspaper, 2014) Cross Country Cross Country Most Valuable Athlete of the Year (2014) Cross Country Commitment to Excellence Award (2014) All-Conference (4th place) and All-Region (17th place) in NCAA Division III Cross Country (2013) NCAA Division III Cross Country National Qualifier, ending in 120th place (November 2013) Cross Country Academic All-Conference (2013 and 2014), All-Region (2013), and USTFCCA All-American (2013) Cross Country Iowa Conference (IACC) Athlete of the Week on three consecutive times (2014) Track and Field Loras College Track and Field Athlete of the Year (2014) Iowa Conference (IACC) Track and Field Champion in the 5,000 meters indoors, 5,000 meters outdoors and 10,000 meters outdoors. NCAA Division III Track and Field National Qualifier for the 10,000 meters outdoors, ending in 12th place (May 2014) Track and Field Academic All-Conference, All-Region, and USTFCCA All-American (2014) Loras College All-Time School Record in the 10,000 meters outdoors (35:45 min) ACTIVITIES AND SERVICE CAMPUS ORGANIZATIONS AND CLUBS Loras College Kinesiology Club member, (2012-2013) officer, (2013-2014) and treasurer (2014-present) Loras College Campus Ministry active member, participant, and server (2012-present) L.I.S.A. (Loras Intercultural Student Association) member (2012-present) COLLEGIATE ATHLETIC TEAMS Loras College Soccer (2012), Cross Country (2013-present), and Track and Field (2012-present) SERVICE AND MISSION TRIPS New Orleans (2013) Chicago (2014) Honduras (2014) LEADERSHIP AND VOLUNTEER PROJECTS Volunteer participation and service with Green Iowa AmeriCorps and DMASWA (Solid Waste Agency Education) among the Dubuque and Loras College communities to promote sustainable actions (2013-present) Leader of the project "Loras Hunger Outreach", directed towards the donation of meals to the Dubuque's Mission (2014) PERSONAL Member of the Soccer Clubs INTER (2004-2008) and Besser F.C. (2009-2012) in Bogota, Colombia Convened to the National Colombian Women's Soccer Team (2011)