

First Last Name

yourname@gmail.com | City, State ZIP Code | (123) 456-7890

SUMMARY OF QUALIFICATIONS

- 4+ years of _____ experience
- Microsoft Office and Google Apps
- Event programming and planning
- Organization and analysis skills

EDUCATION

Portland Community College, Portland, OR
Associates of the Arts Degree

Graduated May, 2019

EXPERIENCE

Title OF Company A, City, State

-Position A Title (most recent) 5/18 - 6/19

- Specific tasks and accomplishments
- Describing job, volunteer, intern... experiences
- Tailor these to highlight your skills that apply to the job

(Example:)

-Student Government (Southeast Campus), Portland, OR 5/17 - 6/18

- Led programming team, oversaw event planning and coordination, provided personalized feedback and development, facilitated meetings, created agendas, took minutes
- Represented students on committees, allocated the Student Activity Fee, and lobbied
- Worked with Assistant Student Life Coordinator to update programming policy

Title OF Company B, City, State

-Position A Title 5/14 - 6/15

- Specific tasks and accomplishments
- Describing job, volunteer, intern... experiences

LEADERSHIP TRAINING, DEVELOPMENT, VOLUNTEERING

- SOLVE Beach Clean Up 3/19
- Community College National Legislative Conference 2/19
- Trauma-Informed Care (children and family focused) 5/16-17-18
- Oregon Food Bank 4/18
- Basic Critical Race Theory training 10/17
- I-LEAD Conference (Institute for Leadership Education and Development) 7/17