

Name

Location | Phone Number | Email | [Add LINK to an online portfolio]

EDUCATION

University of Central Florida

Bachelor of Science: Nonprofit Management

Expected Graduation: May 20XX

Cumulative GPA: 3.5

Honors:

- Dean's List | 3 terms
- College of Community Innovation and Education Promise Scholarship | 20XX

Relevant Coursework: Volunteer Management, Resource Development in the Nonprofit Sector, Planning and Improvement of Public Organizations

SKILLS

Software: Microsoft Office Suite, SAS, SPSS, Wordpress

Programming: Proficient in C++, Java

Language: Proficient American Sign Language

PROJECTS

Seminole County Youth Climate Movement

Service-Learning Course

Lake Mary, FL

Jan. 20XX – Present

- Worked with a community partner to identify their market competitiveness in a new product channel
- Developed a value proposition to determine their current and intended strategy

EXPERIENCE

Casa del Pueblo

Community Outreach Intern

Valparaiso, Chile

Jan. 20XX – Present

- Developed and implemented marketing plan for fundraiser to raise over \$50,000
- Wrote Spanish-language press releases that were picked up by three local newspapers

Michael's Craft Stores

Cashier and Floor Worker

Cleveland, Ohio

Nov. 20XX – Apr. 20XX

- Worked with customers and stocked inventory 10 hours a week while studying full-time

LEADERSHIP & ACCOMPLISHMENTS

Relay for Life

Team Captain

Aug. 20XX – Present

- Planned 24-hours of events including speakers, entertainment, and demonstrations for over 250 participants
- Administered and monitored \$30,000 budget
- Scheduled more events for 15% less budget

VOLUNTEER

Habitat for Humanity

Mar. 20XX – Present