

Michele A. Student

McMindes Hall
Fort Hays State University
Hays, KS 67601
student@hotmail.com
785-628-5555

Education: Bachelor of Arts in English, December 2013
Fort Hays State University, Hays, KS
Current GPA: 3.75 on a 4.0 scale

Related Experience: **Consultant**, January 2012-Present
Writing Center, Fort Hays State University, Hays, KS

- Assist students with writing/editing skills.

Staff Writer, August 2011-December 2012
University Leader, Fort Hays State University, Hays, KS

- Contribute articles to campus weekly publication.
- Assist in layout and production.

Other Experience: **Resident Assistant**, August 2012-Present
Residential Life, Fort Hays State University, Hays, KS

- Perform on-call duties twice a week.
- Make creative bulletin boards and door tags on a monthly basis.
- Attended the 2008 Kansas Resident Assistant Conference.
- Aid Resident Manager on-call during Christmas break.
- Enforce hall policies.
- Create numerous activities, programs, and opportunities for residents to participate in their community and on campus.

Student Telephone Operator, June 2010-August 2012
Fort Hays State University, Hays, KS

- Directed phone calls across campus.
- Answered e-mail queries from Virtual College Students.
- Gained knowledge about the FHSU campus and relayed that information to callers.
- Responded to questions from toll-free callers regarding the Virtual College.

Honors:

- Member National Society of Collegiate Scholars.
- Member English Club.
- Dean's Honor Roll.

Special Skills:

- Excellent written and oral communication skills.
- Background in creative advertising and programming.
- Skilled in conflict resolution and mediation skills.

References: Available upon request

Bob Harrison

555 N. 3rd. St.
Hays, KS 67601

785-625-2222
bharrison@scatcat.fhsu.edu

Education

B.A. English, May 2014
Minor: **Sociology**
Certificate: **Grant Proposal Writing**
Fort Hays State University, Hays, KS

Qualifications

- Computer experience with Microsoft Word, Excel, and Adobe PageMaker
- Familiar with German
- Proficient writing, editing, and organizational skills

Internship Experience

Grant Proposal Writer, Fall 2013
Rural Grant, USD 489, Hays, KS

Volunteer Experience

Tutor, Spring 2014
Hays High School, Hays, KS

- Tutor three freshmen in writing

International Youth Exchange Participant, Summer 2013
Frankfort, Germany

- Served as youth ambassador for the United States
- Participated as an English as a Second Language Tutor

Work Experience

Assistant Manager, 2012-Present
Montana Mikes, Hays, KS

- Prepare work schedules, handle preparation of employee payroll, and serve as contact person for the restaurant accountant
- Balance nightly accounts and daily reports
- Enhance interpersonal skills through working with employees and customers

Honors and Activities

- Dean's Honor Roll
- Sigma Tau Delta (English Honor Society)
- Sigma Alpha Iota (Music Fraternity)
- Hays Symphony Orchestra

References

Available upon request