

## Resume Building Blocks:

**Descriptions of Sewanee Activities****Arcadian**

- Guide prospective students and parents on campus tours and visits
- Communicate effectively Admission talking points, listen carefully and respond to questions, follow-up with admission staff regarding requests for information from tour
- Host prospective students for one-on-one lunch meetings or overnight stays
- Participate on student panels to share campus experiences and perspectives

**Assistant Proctor**

- Selected to assist a group of first-year students adjust to academic and social life
- Enforced University policies within the residence hall
- Collaborated with faculty advisor and the proctor to create enriching programs for residents

**Fraternity/Sorority President (officer)**

- Led one of the largest Greek organization on campus
- Oversaw the work of nine officers and fifty other members through all philanthropic, community service, social and athletic activities
- Responsible for meeting all guidelines set by the University's administration and the national office; meet regularly with the Dean of Greek Life
- Report to the Inter-fraternity/sorority Council about discipline, academic performance, house management, volunteer projects, and recruitment initiatives throughout the year

**Student Athletic Advisory Committee**

- Represented student-athletes to the University's athletic administration
- Solicit feedback from and report back to team I represent
- Organized charitable fundraising events during athletic competitions and other community service initiatives

**Orientation Leader**

- Leadership of small group of ten incoming freshman throughout orientation
- Aid to freshman for information and advice
- *Bringing in The Bystander* training intended to educate freshman on college social behaviors that are acceptable and those that are dangerous
- Facilitate group discussions on social subjects that tend to be ignored in order create an open and accepting environment

**Pre-Orientation Leader**

- Group leader for incoming students for a three day introduction to the University's outdoor activities, community service programs, and alcohol-free opportunities on campus
- Maintain high level of enthusiasm, encourage camaraderie, manage adjustment to team and to physical and emotional initiatives
- Certified in Wilderness Advanced First Aid

**Proctor (Dorm Resident Advisor)**

- Selected to lead a residence hall as a student member of the administration.
- Served as a leader throughout the campus community, often by staffing University functions
- Initiated and coordinated educational, social and cultural programs, policy enforcement, conflict resolution and diversity issues in the residence hall

### **St. Catherine's Island Ecology Program**

- A summer field school established by Sewanee on the coastal Georgia island of St Catherine's
- Students conduct research, complete coursework, keep field journals and present findings on the geology, marine and vertebrate zoology, plant life, and wildlife ecology#

### **SWEEC (Sewanee Women Engaging & Empowering Community)**

- Designed to engage the women of Sewanee in order to build lasting community and create meaningful, empowering interactions, and relationships in the surrounding area
- Collaborated with students and faculty/staff mentors to implement monthly service projects and reflective dialogues

### **Senior Interviewer**

- Conducted interviews daily with prospective students and their families, and assisted with on-campus special events
- Serve as a contact, corresponding with them throughout the year while assisting with other admission and recruitment events
- Interviewed and recruited prospective students for Sewanee, with results including an application conversion rate of 66% (average is 9%)
- Conducted over 40% more interviews than any other student interviewer
- Provided reports to admissions staff detailing the compatibility of prospective students based on interview assessment
- Spoke on behalf of the school to families and students in efforts to recruit talented students
- Orchestrated the interview schedules and responsibilities of 19 other senior interviewers within the Office of Admission
- Contacted potential students to answer questions about life as a Sewanee student

### **Sewanee Angel Team**

- Appointed to serve as a student host at official University functions by greeting visiting dignitaries, accommodating guests' needs, and ensuring safety and smoothness at events
- Extensive event-planning, security consideration, team responsibility, and calendar scheduling goes into planning each function

### **Student Alumni Leadership Council**

- Selected by the Office of Alumni Relations to participate in a year-long program covering the University's strategic priorities, budgeting process and governance, in order to become a more active and informed future alumni volunteer

### **Student Caller, Office of Annual Giving**

- Represented the University through its annual giving calling program, requesting gifts and information from alumni
- As the Student Manager, trained new callers, organized calling nights, and created work schedules for student callers#
- Act as campus ambassador in sharing news with alumni of campus activities

### **Team Member, Varsity \_\_\_\_\_ Team**

- Devoted an average of 30 hours a week to training, practices, meetings, travel, and game competition, in addition to being a full-time student
- Demonstrated teamwork, motivation, and time management skills

### **Member, Women's Center Board**

- Organized campus-wide events to promote awareness of both local and global women's issues
- Oversaw the planning and implementation of an annual women's conference in the spring

**Radio Show Host and Producer, WUTS**

- Operated and managed radio station booth; extensive use of \_\_\_\_\_ technology
- Planned show with a theme of \_\_\_\_\_ and took call-in requests

**Contributing Writer/Editor, *The Sewanee Purple* student newspaper**

- Wrote and edited articles and assigned stories to staff writers
- Research, proofing, software management, digital and web design
- Mentor younger writers; help them find new topics to cover

**Tutor, University of the South's \_\_\_\_\_ Department**

- Tutored students in \_\_\_\_\_ levels 100 - 400, assisting with editing writing and oral pronunciation
- Assisted faculty members in grading assignments

**Vice President, Model United Nations**

- Organized events to promote a better on-campus understanding of the United Nations Organization and current international problems
- Coordinated the MUN team that participated at two national MUN

**Tutor, \_\_\_\_\_ Elementary School**

- Helped students progress in academic subjects, especially math and writing skills through individual attention
- Mentorship role; encouraged and motivated students to improve their school work
- Supported the lead teacher by creating group activities to demonstrate the curriculum

**Treasurer, \_\_\_\_\_ Club**

- Managed the funds for activities and events; member executive committee
- Events included....
- Successfully applied for funding from University Programs Board
- Budget included University funding, donations from service, alumni solicitations, and fundraising projects

**Cello Player, University of the South Orchestra**

- Practice weekly; develop awareness of position contribution as member of a section team
- Perform twice per semester at University concerts and social events
- Enjoy meaningful relationships with fellow students, faculty and community members

**European Studies Semester Abroad, Oxford, England**

- Studied art and literature in Lincoln College of Oxford University, England for six weeks
- Traveled four weeks with art history tutors through Paris, Rome, Florence, Venice, London, and Munich

**Van Driver, BACCHUS, Sewanee, Tennessee**

- Providing campus-wide weekend shuttle for fellow students to prevent drinking and driving
- Trained through Educating the Bystander under the influence-awareness education

**Captain, \_\_\_\_\_ Team**

- Motivated teammates, organized matches, and served as the liaison between the coach and the team

**Representative, University Student Assembly**

- Selected to serve as spokesperson for my residence hall to the student government
- Volunteered as member of the \_\_\_\_\_ Committee, which delved into \_\_\_\_\_ issues
- Report on projects and events to classmates via Facebook and Orgsync

**President, Sewanee Gay-Straight Alliance**

- Elected to lead this activist group on a college campus for one academic year
- Planned events, conducted peer counseling, and organizing all aspects of the organization
- Disseminated information and awareness locally from national and international sources

**Emergency Rescue Technician, Franklin County Rescue Squad, Winchester, TN**

- Member of volunteer rescue squad specializing in water, cliff, and cave rescues.
- Managed inventory and inspection several times per month
- Certified in.....

**Housing Sewanee**

- Learned the arts of masonry, tying rebar, and electrical work
- Dug water and mud out of a septic tank
- Used and taught others to use power tools to cut trim for the house

**Dance Teacher, Sewanee Dance Conservatory**

- Created lesson plans and instructed children ages 7-16 on the practice and appreciation of ballet, tap, and jazz.

**Staff, Stirling's Coffee House**

- Greeted and served customers, prepared food and drinks, cleaned the store and its equipment, operated the cash register, closed the business at night, and counted and deposited the money.

**Vice President and Choreographer, *Perpetual Motion Dance Exposition***

- Created and taught choreography for the University's annual dance performance.
- Handled administrative tasks in preparation for the event such as managing communications, duties, costuming, and publicity.

**Student Assistant, \_\_\_\_\_ Department (use this term instead of work study)**

- Arranged and advertised lectures
- Responsible for hospitality during department meetings
- Clerical responsibilities and errands as needed
- Developed proficiency with Excel, phone skills, customer service, and attention to detail

**Social Chairperson, \_\_\_\_\_ Sorority**

- Coordinated all social activities for a group of 100 girls, including community service, fundraisers, and formals for over 200 people
- Managed a large budget and supervised two assistants

**Study Abroad Program, Spain**

- Studied two weeks in Madrid, and completed 480 km hike across Northern Spain on the Compostela de Santiago while studying Spanish, medieval art, and architecture

**Environmental Resident; May 2017 – present**

- Waste and consumption management for assigned neighborhood containing three resident halls
- Sustainability awareness events across campus

**African American Alliance**

- Responsible for providing programs, activities, and general support for students of color
- Dedicated to education and awareness around the pursuit of human rights and equality for all

### **Volunteer, Spring Break Outreach Trips, March \_\_\_\_ (year)**

- Miami, - Tutored students in English, worked with Habitat for Humanity, visited with the elderly, and helped sanitary improvement in an island community.
- Jamaica, - Renovated homes in poor areas of Jamaica, and rendered relief and restoration from the destruction of Hurricane Rita.
- New Orleans, - Served as leader of this trip, gutted houses that were destroyed during Katrina and prepared them for renovation, and helped victims recover valuable memorabilia.
- New York, - helped with different organizations who serve the poor and needy, centered around Aids victims
- Haiti, - partnered with Cange, Haiti with the organizations Zanmi Lasante and Zanmi Agrikol, helped create opportunities for our faculty, staff and students to participate in long-term development work and important relief efforts, exposed students to our agricultural re-forestation project, our photo project and potential dental and medical options, and lead to advanced work in the country through various Sewanee programs.
- Ecuador, - partnered with Youth World, a Christian organization whose emphasis is training youth ministry leaders and working to reach out to youth in Quito, worked with one of Youth World's partner sites, "Remanso de Amor" which serves as a school, community center, and church in one of the communities in Quito. participated in minor construction projects, skits and crafts with kids, and youth workshops.
- Costa Rica, - visited the Cloud Forest School in Monteverde, Costa Rica, partnered with the school in their efforts to maintain the ecological biodiversity of their campus, as well as providing a comprehensive educational experience to their students, lived in home stays with families from the school, which creates powerful relationships between participants and students of the Cloud Forest School.

### **Sewanee Health Professionals Society**

- Student-led club focused around educating campus about different health professionals by bringing in speakers, volunteering at clinics and community events, and creating networking opportunities with alumni
- As Community Service Chair, organized health information booth for a campus-wide event promoting awareness of women's issues, and recruited a physician to answer health-related inquiries at the event

### **Team Member, Varsity equestrian team**

- Winner of the "Boots and Britches Award", presented to the team member that has best supported and improved the hunter seat team
- Train weekly, private and group workouts and horse/barn care
- Competition twice monthly at NCAA Div III level

### **Volunteer, Blue Monarch Women's Shelter**

- Raised funds for battered women and their children
- Fundraising projects included....
- Organized an Angel Tree for the resident women and their children

### **All Saints Chapel Acolyte and Sacristan**

- Prepared the chapel for various services and special religious events
- Served during the service assisting clergy

### **Gender and Sexual Diversity House**

- provide safety, comfort, and adequate resources for members of the LGBTQ community, and to promote education and visibility for queer issues on Sewanee's campus.
- As part of its dedication to this mission, all residents are required to attend Safe Space training.

