# IVANNA JOB

123 Elmwood Ave. #3 • Buffalo, NY 14201 • (716) 555-1234 • ubstudent@buffalo.edu

## EDUCATION

### University at Buffalo, The State University of New York, Anticipated May 20XX

#### Bachelor of Arts, Sociology

Minor: Spanish

GPA: 3.5/4.0, Dean’s List (Fall 20XX)

## LEADERSHIP EXPERIENCE

### Victor E. Bull Foundation, University at Buffalo, New York

#### Secretary, August 20XX - Present

* Record notes during meetings consisting of up to 50 people on topics including fundraising, club development, and recruitment
* Provide support to E-Board by solving event planning problems during fundraising seasons

**Varsity Basketball,** South Park High School, Buffalo, NY

#### Team Captain, August 20XX - December 20XX

* Organized and facilitated weekly practices and worked with co-captain to run drills during practice
* Enhanced team comradery and provided positive example to all players on team
* Communicated with and encouraged Junior Varsity players to develop team chemistry

## WORK EXPERIENCE

### Camp UB, Buffalo, New York

#### Camp Counselor, June 20XX - August 20XX

* Guided group of 15 students ages 8-12 on campground, during field trips and overnight trips
* Scheduled group activities with three other lead counselors
* Designed theme weeks including games and activities to keep campers active and entertained

### Wegmans, Amherst Street, Buffalo, NY

#### Cashier, January 20XX - July 20XX

* Ensured customers had a positive shopping experience, answered questions and concerns
* Balanced cash drawer at beginning and end of each shift with amounts ranging from $800 to $1,200

## VOLUNTEER EXPERIENCE

**Habitat for Humanity**, Volunteer, September 20XX - Present

**Valley Community Center**, After School Program Tutor, September 20XX - June 20XX

**Student Council, Member**, September 20XX - June 20XX

## SKILLS

**Computer Skills:** Microsoft Office

**Languages:** Spanish (Conversational)