

FIRST NAME LAST NAME

City, State, Zip • E-Mail Address • Phone Number

EDUCATION

University of North Georgia, Dahlonega, GA

Bachelor of Arts, History Major, Political Science Minor, Expected December 2017

Phi Alpha Theta – History Honors Society

Relevant Coursework: War and Society in America, U.S. Labor History, Social Movements in Modern America, Modern Revolutionary Movements, Studies in Social and Cultural History of the U.S., and International Relations and Conflicts

PROFESSIONAL EXPERIENCE

Intern, Office of Congressman Doug Collins, Gainesville, GA May 2017-Present

- Performed research on issues relevant to constituent concerns to accurately represent district's preferences on pending legislation
- Recorded constituent sentiments on policy issues and drafted response letters ensuring prompt reply to every office contact
- Collaborated with office staff in planning three outreach events in Georgia's 9th District aimed at improving medical access for veterans
- Greeted office visitors, answered phones, and directed inquiries to appropriate staff person

Office Assistant-Dept. of History, University of North Georgia, Dahlonega, GA August 2016-May 2017

- Managed logistics of Women in History event including reserving event space, room set-up, and attendee sign-in
- Created and placed posters around campus to promote upcoming events resulting in a 15% increase in attendance over previous year
- Answered phone calls, greeted office visitors, and scheduled student appointments with advisors

Sales Associate, GAP, INC., Dawsonville, GA, January 2016 – August 2016

- Served as the initial point of contact, greeted customers and provided outstanding personal service
- Awarded Employee of the Month for June 2016
- Conducted inventory at specified times to ensure that merchandise was well stocked and neat to create a superior store image

Childcare Provider, Smith Family, Dawsonville, GA, September 2015 – January 2016

- Provided in-home childcare for three children ages 5, 7, and 9 after school and on weekends as needed
- Completed American Red Cross Pediatric CPR and First Aid certification

VOLUNTEER EXPERIENCE

Summer Program Volunteer, Dawson County Library, Dawsonville, GA, June 2016-August 2016

- Interacted with area students to discuss and recommend books for summer reading
- Performed re-shelving of children/youth library materials to maintain a neat and easy-to use summer reading section

CAMPUS INVOLVEMENT

Student Government Association- Spring 2016-Present

History Club-Vice President-Spring 2017-Present

President's List -Fall 2016, Spring 2017

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