

# FIRST NAME LAST NAME

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

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## 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 9<sup>th</sup> 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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