

Kelley Peterson
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- Objective** Career Center Student Assistant
- Education** Currently enrolled as a freshman at Portland State University, Portland, Oregon, September 200X-present
- Related Experience** **Customer Service Representative**
Multnomah Athletic Club, Portland, Oregon (September 200X-June 200X)
- Staffed front reception desk
 - Answered telephones
 - Gave building tours
 - Attended staff meetings
 - Worked closely with manager
- Additional Experience** **Student Ambassador**
LaSalle High School, Milwaukie, Oregon (September 200X-June 200X)
- Made school admission presentations to local middle schools
 - Designed posters and flyers for Admissions Director
 - Planned student portion of annual Open House
- Sales Associate**
Adidas Factory Outlet, Troutdale, Oregon (June 200X-September 200X)
- Provided customer service as a cashier
 - Answered telephones
 - Attended store meetings
 - Assisted in product placement
- Computer Skills** Word, Excel, PowerPoint
- Activities** Oregon Food Bank Volunteer
Volunteer Soccer Coach
Active in 4-H

AURELIO SANCHEZ
1876 N.E. 118th Avenue
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EDUCATION

Currently enrolled as a junior pursuing a **Bachelor of Science degree in Biology** from Portland State University, Portland, Oregon, September 200X to present. **GPA: 4.0**

CERTIFICATIONS

Certified Medical Technologist
Certified Phlebotomist

RELATED EXPERIENCE

Rehabilitation Therapy Assistant

Inpatient Rehabilitation Therapy Department, Oregon Health Sciences University, Portland, Oregon (June 200X to present)

- Assist therapists with direct patient care.
- Transfer patients.
- Provide balance and gait training.
- Clean and prep patient areas; stock linens and other supplies.
- Perform basic clerical tasks.

Receptionist/Medical Assistant

Neighborhood Health Clinics, Portland, Oregon (September 200X to June 200X)

- Greeted patients.
- Performed initial intake interview to determine healthcare concerns.
- Scheduled follow-up appointments.
- Input client records into database.

Lab Technician

Multnomah County Health Department, Portland, Oregon (June 200X to September 200X)

- Conducted quantitative and qualitative tests on a variety of medical laboratory specimens.
- Interpreted results of laboratory tests.
- Maintained accurate records.

ADDITIONAL EXPERIENCE

On-Call Interpreter/Translator, International Language Bank, International Refugee Center of Oregon (IRCO), Portland, Oregon (June 200X to present)

- Provide Spanish/English language interpretation in medical, legal, and social services venues.
- Translate documents from English to Spanish.

LANGUAGE SKILLS

Fluent in Spanish, proficient in French

COMPUTER SKILLS

Word, Excel, Access, PowerPoint

Richard Stanton
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stantonr@pdx.edu

Objective: Portland Beavers Sales Representative

Education: Bachelor of Science in Business Administration — General Management
Portland State University, Portland, Oregon
Degree expected June 2005
Minors: Spanish and History
Honors: Merit Scholarship
Project: Sales in Baseball: A New Revolution

Experience: Ripken Baseball Sales Intern

Ripken Stadium, Aberdeen, Maryland (Summer 200X)

- Performed basic telemarketing duties
- Provided fan assistance at baseball games
- Created sales brochure
- Worked closely with Director of Sales
- Developed sales ideology

Maryland Basketball School Counselor

Bel Air School District, Bel Air, Maryland (Summers 200X-200X)

- Monitored daily activities and oversaw basic camp operations
- Instructed campers in basketball fundamentals and good sportsmanship

Concession Staff and Interim Manager

Cal Ripken Stadium, Aberdeen, Maryland (Summer 200X)

- Assisted customers
- Supervised staff in manager's absence

Computer Skills: Word, Excel, PowerPoint, Access, Publisher

Language Skills: Proficient in Spanish

Activities: Member of Recreation Services Council
Member of Sports Management Club
Team Leader for Relay for Life
Intramural Basketball, Softball and Football

Interests: Greek and Roman Mythology

LIN NGUYEN

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Portland, Oregon 97202
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EDUCATION

Bachelor of Science in Psychology

Portland State University, Portland, Oregon
Degree expected March 200X

Associate of Applied Science Degree in Alcohol and Drug Counseling

Portland Community College, Portland, Oregon August 200X

EXPERIENCE

Assistant Child Specialist, The Christie School, Marylhurst, Oregon (June 200X to present)

- Provide milieu therapy for residents as part of a treatment team.
- Participate in supervised group and individual therapy with abused and neglected children.
- Provide support and supervision to residents in daily living environment.
- Organize and participate in activities that encourage clients' growth and development.
- Teach life skills classes.
- Utilize effective communication and conflict management skills.

Victim's Advocate, Victims' Assistance Program, Multnomah County District Attorney's Office, Portland, Oregon (June 200X to August 200X)

- Provided emotional support to crime victims.
- Made appropriate referrals to social services agencies, professional counselors, and other community resources.
- Helped investigate, document, and recommend restitution amounts to the prosecuting attorney.

Alcohol and Drug Counselor, CODA — Outpatient Treatment Services, Portland, Oregon (August 200X to May 200X)

- Conducted intake interviews.
- Wrote treatment plans.
- Provided individual and group counseling.
- Managed cases and maintained accurate records.
- Utilized effective counseling and conflict management skills.

LANGUAGE SKILLS

Vietnamese and French

INTERESTS

High-altitude mountain climbing, distance cycling, marathon running, and hackey sack.

JAYNE G. INSLEE
907 N.E. 49th Avenue
Newberg, OR 97134
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insleej@cs.com

EDUCATION

Bachelor of Science in Mechanical Engineering

Portland State University, Portland, Oregon. Degree expected June 200X. **GPA: 3.46**

Projects:

- Conducted research and feasibility study on lens manufacturing process.
- Designed passive solar panels for heating system.
- Worked with an 8-member team to design a cooling system for a prototype automobile.

EXPERIENCE

Student Employment Assistant, Career Center, Portland State University, Portland, OR
Answer students' questions. Help students register with PSU CareerConnect, an online database. Access job referral information for eligible students. Input data into database. Post jobs on bulletin board. Prioritize and organize clerical tasks in hectic office environment while maintaining pleasant atmosphere. (September 200X – present)

Ophthalmic Technician, Department of Ophthalmology, City University Hospital, Boston, MA
Performed visual and diagnostic screening tests on patients ranging in age from infants to the elderly. Utilized effective communication skills while serving patients. Provided information as requested or required. Gained ability to work effectively and cooperatively as member of a large and diversified medical team. (Summers 200X – 200X)

Contact Lens Technician/Office Assistant, Dr. James Baxter and Dr. Leon Jackson, Boston, MA
Individually responsible for manufacturing all prescription contact lenses. Worked with minimum supervision while maintaining high degree of accuracy and precision. Completely responsible for quality control of finished product. Maintained accurate records. Assisted office staff with clerical duties. (May 199X – June 200X)

ORGANIZATIONS

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

- Chairperson, Fundraising Committee.
- Participated in annual concrete canoe contest.

SOCIETY OF WOMEN ENGINEERS

- Served as Secretary/Treasurer of student chapter.
- Organized and initiated student membership drive.

References available upon request.

MERLE C. FAIRFAX
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fairfaxm@aol.com

EDUCATION

Bachelor of Arts, Business Administration — General Management
Bachelor of Arts, Spanish
Certificate of International Business
Portland State University, Portland, Oregon 200X

COMPUTER SKILLS

Word, Excel, Access, PowerPoint, WordPerfect, Lotus 1-2-3

EXPERIENCE

Front Desk Receptionist/Public Relations Assistant

Center Courts Athletic Club, Portland, Oregon (March 200X to June 200X)
Greeted and registered members and guests. Conducted tours of facility and explained benefits. Attended to members' needs and made reservations. Promoted club programs. Developed flyers and informational brochures. Answered telephone inquiries; collected and processed payments on accounts.

Manager

The Coffee House, Portland, Oregon (June 200X to December 200X)
Served customers at Saturday Market food booth. Presented and promoted product line. Oriented and trained new employees. Directed set-up and closing procedures. Balanced daily receipts and controlled cash flow. Managed and supervised food booth at Arts Festival with a crew of 20. Screened and interviewed applicants.

Order Desk/Billing Clerk

Ruston Wholesale Glassware, Portland, Oregon (May 200X to April 200X)
Assisted customers with glassware selections. Handled telephone orders, explained shipping policies to customers, and invoiced daily orders.

Receptionist

Risk Tours, Inc. Portland, Oregon (May 199X to March 200X)
Assisted travel agents and clients with tour reservations and information. Presented slide shows to promote tours. Placed reservations with airlines, hotels, and restaurants for groups of 50 to 150. Reported weekly status of each tour. Escorted group of 50 Spanish students on a five-day tour of Oregon.

ADDITIONAL EXPERIENCE

Retail Sales Clerk, School Bus Driver, Landscaper's Assistant
International Exchange Student to Quito, Ecuador
International Student Host — hosted students from Japan and South America

INTERESTS

Racquetball, antique clothing, and Italian cuisine.

JONATHAN A. SAWYER

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Sawyerj@cs.pdx.edu

OBJECTIVE Computer Programmer

EDUCATION B.S. Computer Science
Portland State University, Portland, Oregon. June 200X
Projects:

- Designed text editor in C++
- Designed compiler in COBOL
- Developed database management system using Access

COMPUTER SKILLS **Languages:** Visual Basic, C++, HTML, Java, JavaScript, CGI, PERL
Systems: Unix, Windows NT
Software: Word, Excel, Access, PowerPoint, PhotoShop, QuarkXpress, Cold Fusion

EXPERIENCE **Web Technology Engineer/Programmer**
ABC Web Design, Portland, Oregon.
Develop variety of commercial web sites. Work effectively on project teams through design, implementation, integration, and testing phases. Interact effectively with clients. (January 200X – present)

Lab Assistant
Instructional Computing Center, Portland State University, Portland, Oregon.
Helped computer lab users with software and hardware problems. Answered questions. Provided basic instructions on how to use selected software applications. (March 200X – December 200X)

Help Desk Representative
Office of Instructional Technologies, Portland State University, Portland, Oregon.
Responded to calls from students, faculty, and staff. Helped resolve software, hardware, and networking problems. Gained experience analyzing problems quickly. Communicated effectively in time-sensitive situations. (June 200X – March 200X)

Data Entry Clerk
U.S. Bank, Portland, Oregon.
Input data using proprietary software. Handled routine computing problems for co-workers. Helped train new employees. Demonstrated ability to work with minimum supervision. (June 199X – June 200X)

ACTIVITIES **Chairperson**, Portland State University Association for Computing Machinery.
Member, Association for Computing Machinery.

INTERESTS Creating video games, photography, camping, and hiking.

References available upon request.

SHAQUILLE TIMMS
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Beaverton, Oregon 98765
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timmss@aol.com

- OBJECTIVE** Public Information Representative with the Department of Environmental Quality
- EDUCATION** Portland State University, Portland, Oregon
- Currently taking post baccalaureate courses in Graphic Design, June 200X to present.
 - B.S. in Political Science, June 200X
 - Graduated with honors; GPA: 4.0
 - Pi Sigma Alpha, National Political Science Honorary
 - Diversity Achievement Scholarship
- RELATED EXPERIENCE**
- Reporter**, The Skanner, Portland, Oregon.
Research and write news articles. Edit copy. Primarily responsible for reporting on Oregon Legislature and community cultural events. (September 200X to present)
- Public Information Intern**, Department of Fish and Wildlife, Portland, Oregon.
Researched, wrote, and edited news releases, brochures, pamphlets, and other written and electronic materials for distribution to newspapers, radio stations, magazines, and other periodicals. Helped edit newsletter and web site. Served as web site maintenance manager. Wrote articles for internal and external publication. (September 200X to March 200X)
- Reporter/Columnist**, The Vanguard, Portland State University, Portland, Oregon.
Wrote weekly opinion column. Researched and wrote news articles. Edited copy. (September 200X to June 200X)
- Proof Reader**, Waggener Edstrom, Lake Oswego, Oregon.
Proofed internal and external documents for publication. Demonstrated ability to work independently. (June 200X to June 200X)
- ADDITIONAL EXPERIENCE**
- Policy and Communications Team Intern**, Oregon Economic & Community Development Department, Salem, Oregon.
Helped economist update economic trends and data. Assisted the policy research analyst with various data-intensive projects. Produced graphs, tables, and charts from major federal data sources. Helped webmaster update departmental home page. Researched web sites to identify and download numerical data. (June to August 200X)
- COMPUTER SKILLS**
- Software:** Word, Excel, Access, PowerPoint
Graphic Design Software: PageMaker, PhotoShop, Illustrator, FreeHand, QuarkXpress, CorelDraw, MS Publisher
Languages: C++, Visual Basic, HTML, Java, JavaScript

SUSAN A. POSTERN

111424 S.E. Taylor
Portland, OR 97223
(503) 555-1234

OBJECTIVE: SALES REPRESENTATIVE for manufacturing firm, progressing to market research analyst position.

EDUCATION: Bachelor of Science in Theater Arts
Portland State University, Portland, Oregon, June 200X GPA: 3.9

Curriculum provided balanced liberal arts education. Developed strong communication, teamwork, and leadership skills through course work in theater.

Honors:

- Nancy Ryles scholarship
- Richard L. and Maurine B. Neuberger scholarship
- Theater Arts Department Special Award
- Graduated with High Honors

EXPERIENCE: Speakers Board Chairperson

Portland State University, Portland, Oregon. (200X)

Develop annual programming format. Negotiate speakers' contracts and fees. Initiate and supervise promotional campaigns. Establish and maintain local and national contacts. Coordinate all scheduling arrangements. Prepare and present budget requests and negotiations. Compile informational handbook to aid in future board operations. Serve as hostess and mistress of ceremonies for events.

Director

Portland State University, Portland, Oregon. (200X)

Produced and directed "The Importance of Being Earnest". Responsible for casting and scheduling. Stimulated and encouraged creative thinking among cast. Provided rehearsal environment conducive to sharing and excellent group dynamics.

Classroom Aide

Central Valley School District, Spokane, Washington. (200X-200X)

Provided in-class assistance to students with developmental disabilities. Implemented lesson plans. Worked with students individually and in small groups.

Sales Assistant

Joel Inc., Spokane, Washington. (199X-200X)

Sales assistant in European import store. Stimulated sales by establishing rapport with customers and providing consistent service.

INTERESTS: Active in theater, acting, and directing. Enjoy hiking and camping, water skiing, gardening and traveling. Avid field botanist.

GARY JACKSON
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Tigard, Oregon 97721
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jackson@teleport.com

EDUCATION **Bachelor of Science, Business Administration — Marketing**
Portland State University, Portland, Oregon. June 200X

EXPERIENCE JACKSON FARMS, Sherwood, Oregon (June 200X - present)

Product Manager

- Design and implement marketing strategy for product line which generates \$50,000 in annual sales.

Farm Worker

- Worked in all aspects of operation for a family-owned farm including operating and maintaining farm equipment, planting and harvesting crops, and supervising seasonal workers.

ASSOCIATION FOR PORTLAND PROGRESS, Portland, Oregon (200X)

Marketing Intern

- Acted as a liaison between Downtown Light Rail Project, Pioneer Courthouse Square, and downtown business community.
- Researched and evaluated vendor applicants for Pioneer Square.
- Managed production of marketing materials for Alder Street Association promotion project.
- Planned and supervised summer work program for 20 at-risk youth.

PORTLAND STATE UNIVERSITY MARKETING ASSOCIATION,
Portland, Oregon (200X – 200X)

President

Created and produced Marketing Association handbook.

- Supervised activities of 4 committee chairpersons.
- Improved communication between students and marketing faculty.

Project Team Leader

- Conducted marketing survey for small manufacturing firm and designed marketing strategy.

Fundraising Committee Chairperson

- Organized and managed fundraising projects.
- Raised \$4000 for the PSU Marketing Association.
- Represented Portland State University at the national American Marketing Association conference in Chicago, Illinois.

ACTIVITIES Volunteer coach for the Special Olympics.
Organize yearly food donation drives for Oregon Food Bank.
Member of Tigard Neighborhood Association.

SAMUEL B. TAYLOR

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OBJECTIVE

Seeking a position in an elementary school special education classroom

EDUCATION

Portland State University, Portland, OR
Master of Science in Education: Special Education August 200X
Graduate Teacher Education Program June 200X
Bachelor of Arts in English June 200X

LICENSURE

Oregon Initial Teaching License: Special Education
Early Childhood Education, Elementary Authorization Levels

TEACHING EXPERIENCE

Student Teacher, Special Education Resource Room January – March 200X
Buckman Elementary School, Portland, OR

- Designed curriculum for a 4/5 blend using a variety of modalities (i.e., kinesthetic, conceptual, literacy-based) to teach mathematics according to NCTM standards.
- Aligned IEP objectives and state standards for 40 students with learning disabilities by determining appropriate means, accommodations, and/or modifications needed to adapt the general education curriculum and facilitate classroom success.

Student Teacher, self-contained 4th grade classroom September – December 200X
Alameda Elementary School, Portland, OR

- Facilitated innovative program integrating music and movement into the elementary classroom to aid in the development of impulse control and concentration skills.
- Initiated one-on-one teaching situations and helped create IEP plans for 20 students with moderate to severe behavior disabilities.
- Planned and implemented daily activities that met cognitive, social, motor, adaptive, and communication needs of all students in an inclusive setting.
- Communicated with parents to discuss student progress and emerging issues.

ADDITIONAL EXPERIENCE

Soccer Coach Summers 200X – 200X
Skyhawks Sports Camp, Portland, OR

- Coached kids ages 5-12.
- Designed innovative activities to encourage cooperative play and build confidence.

LANGUAGES

Proficient in Spanish

TECHNICAL SKILLS

Proficiency in software programs for both IBM PCs and Apple computers

Shandra Johnson
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Portland, OR 97232
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OBJECTIVE: Graduate Assistant Portland State Academic Advising

EDUCATION:

Bachelor of Arts Western Oregon University, Monmouth, Oregon, June 2004

- Major in Women's Studies with a broad range of courses, including perspectives on gender, methods of social research, technical writing
- Minor in Sociology
- GPA: 3.89
- Senior Capstone Project: Identifying Politics of Gender under Apartheid
- Senior Service Project: Increasing Gender Activism and Awareness on College Campuses
- Obtained multiple academic honors

EXPERIENCE:

Western Oregon University Gender Studies Activist (2003-2004)

- Surveyed 450 students about gender awareness on campus
- Presented results of survey to administration to stress the need for a diversity learning requirement on campus
- Organized athletic department involvement in local women's shelter fundraiser to show a community effort to prevent violence
- Participated in students against sexual assault program
- Volunteered for the Women's Center on campus

Western Oregon University Sociology Teaching Assistant (2003-2004)

- Lectured weekly on different topics related to U.S. government and foreign policy
- Promoted looking at history from the bottom up
- Held weekly study sessions to assist students in preparing for exams
- Worked as a writing tutor for students writing history, sociology, gender studies, and literature papers
- Established professional relationships with faculty in the history department

COMPUTER SKILLS:

- Proficient in Word, Excel, Publisher
- Familiar with SPSS social research software

ACTIVITIES:

- National Organization for Woman volunteer
- YWCA development committee
- Youth Soccer Coach for Portland Youth Soccer Association

JOYCE WEATHERSBY
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Portland, OR 91236
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weatherj@pdx.edu

OBJECTIVE: Secondary teaching position in Spanish and Math

EDUCATION: Portland State University, Portland, Oregon
Graduate Teacher Education Program, July 200X

University of Redlands, Redlands, California
Bachelor of Science in Management and Spanish, May 200X

LICENSE: Oregon Initial Teaching License: Spanish and Math
Middle and Secondary Authorization Levels

EXPERIENCE: **Student Teacher**
West Linn High School, West Linn, Oregon
West Linn/Wilsonville School District (September 200X-present)

- Teach Spanish I, II, III and IV to students grades 9-12

Practicum

West Linn High School, West Linn, Oregon
West Linn/ Wilsonville School District (September-December 200X)

- Taught students grades 9-12 in Spanish II and IV
- Instructed students grades 9-12 in Algebra I, II and geometry
- Assisted students grades 6-8 in Spanish (Athey Creek Middle School)

Community Work

West Linn High School, West Linn, Oregon (

- Coordinated the detention after-school program
- Tutored Spanish and math
- Assisted in designing the ESL program with three students

COMPUTER SKILLS: Experience with Microsoft Office (Word, Excel, PowerPoint, Access) and Internet

HONORS: Member of Alpha Sigma Pi Sorority
Recipient of Mecca Spanish Scholarship
Study abroad participant in Europe and Mexico

INTERESTS: Arts and crafts, folk dancing, biking, Sunday school volunteer

MARY ELIZABETH OAJACA

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mary1234@pdx.edu

OBJECTIVE

Position as an Assistant Planner with the City of Beaverton.

EDUCATION

Master of Urban and Regional Planning

Portland State University, Portland, Oregon Degree expected June 200X

Bachelor of Arts in Liberal Arts

Emphasis in Environmental Economics and Natural Resource Policy
The Evergreen State College, Olympia, Washington June 199X

RELATED EXPERIENCE

Graduate Research Assistant, Population Research Center, School of Urban Studies and Planning, Portland State University, Portland, Oregon (September 200X to present)

- Provide project assistance on school enrollment forecasts and community assessments.
- Identify and collect demographic data from a variety of settings; compile data and use Excel to create tables and graphs.
- Perform initial data analysis.

Intern, Planning Division, Community Planning and Development, City of Olympia, Washington (June to September 200X)

- Interpreted city policies, procedures, and ordinances for community members.
- Prepared plans, reports, and studies.
- Participated in data gathering surveys.
- Helped prepare community development plans and made recommendations based on research.
- Provided assistance to staff of the Zoning Board of Appeals.
- Prepared maps, charts, tables, and other supporting documentation illustrating statistical and technical information and data.
- Performed various CAD assignments.

Planning Intern, Portland Development Commission, Portland, Oregon (January to June 200X)

- Assisted with the development of a community plan.
- Created maps using ArcInfo for community meetings.
- Helped prepare and set up for community meetings.
- Drafted monthly updates of the visioning process.
- Helped develop and implement a survey; compiled and analyzed survey data.

ADDITIONAL EXPERIENCE

Project Assistant, MGH Associates, Vancouver, Washington (June 199X to September 199X)

- Assisted planning project managers and teams with the administrative tasks required to successfully complete projects.
- Prepared reports, memos, transmittals, and letters; coordinated distribution of documents.
- Researched documents at various agencies and assisted in processing permits.

COMPUTER SKILLS

Word, Excel, PowerPoint, Access, Quark, Illustrator, and ArcInfo.

JOHN MILLER
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millerj@pdx.edu

- OBJECTIVE** Land use planning internship with Alpha Engineering.
- EDUCATION** Currently pursuing a **Master of Urban and Regional Planning** degree from Portland State University, Portland, Oregon, September 200X to present.
- Bachelor of Arts in Spanish**
Portland State University, Portland, Oregon June 199X
- Completed yearlong study abroad program in Madrid, Spain.
- EXPERIENCE** **Program Aid**
Clackamas County Energy Assistance Program, Oak Grove, Oregon (January 200X to present)
- Help provide information regarding energy assistance to potential recipients.
 - Draft brochures and flyers.
 - Resolve complaints.
 - Enter applicant information into database.
- Bilingual Human Services Specialist 1**
Department of Human Services, State of Oregon, Portland, Oregon (September 199X to August 200X)
- Provided program and resource information to applicants and recipients.
 - Determined eligibility for emergency assistance, poverty-level medical coverage, and expedited food stamps.
 - Used strong communication skills to explain rules, regulations, procedures, and applicant/recipient rights.
 - Conducted group orientations and individual meetings with applicants.
- Project Assistant**
MGH Associates, Vancouver, Washington (June 199X to September 199X)
- Assisted planning project managers and teams with the administrative tasks required to successfully complete projects.
 - Word processed reports, memos, transmittals, and letters.
 - Coordinated distribution of documents.
 - Researched documents at various agencies and assisted in processing permits.
 - Maintained project files and performed receptionist duties when required.
 - Initiated use of more efficient filing systems.
 - Demonstrated ability to work effectively in a team environment.
- LANGUAGE SKILLS** Fluent in Spanish.
- COMPUTER SKILLS** Word, Excel, Access, PowerPoint.
- INTERESTS** Rock climbing, snow boarding, fencing, and hacky sack.
- REFERENCES** Available upon request.

ROBIN SMYTHE
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EDUCATION **B.A. in Psychology**
Portland State University, Portland, Oregon
Degree expected June 200X **GPA: 3.75**

EXPERIENCE **Registration Committee Chair, 6th Annual Diverse Abilities Conference**
Portland State University, Portland, Oregon (November 200X – present)

- Help plan annual conference.
- Develop online registration form.
- Recruit and train volunteers for registration table.
- Oversee preparation of registration packets.

Peer Advisor, Department of Psychology

Portland State University, Portland, Oregon (September 200X – present)

- Assist undergraduate students with academic planning.
- Explain graduation requirements.
- Provide information about graduate school and the Graduate Record Exam.

Mentor, Returning Women Students Program

Portland State University, Portland, Oregon (October 200X – June 200X)

- Provided information and emotional support to returning women students.
- Advocated on behalf of students on an as-needed basis.
- Helped schedule and facilitate meetings on topics of interest.
- Updated list of resources.

Volunteer, Disability Advocacy Cultural Association

Portland State University, Portland, Oregon (September 200X – June 200X)

- Provided peer support.
- Made appropriate referrals.

HONORS Mackenzie Family Scholarship, Kathy Greey Scholarship, Psi Chi.

COMPUTER SKILLS Word, Excel, Access, PowerPoint.

INTERESTS Swimming, piano, yoga.

References available upon request.