

Ima J. Hawk

Ima J. Hawk
36 Private Road 3057, Apartment 7
Lawrence, KS 66045
Phone: 555-555-5555
www.linkedin.com/ima-hawk
ima@hawk@ku.edu

- Two years experience with event promotion through use of printed material and social media
- Proven communication skills developed through campus leadership and volunteer work
- Experienced writer with strong editing skills and ability to create targeted messages
- Four years experience with Microsoft Word, Excel, PowerPoint, and Adobe Photoshop
- Organized and hard-working individual able to take initiative, think creatively, and work effectively with peers, supervisors, support staff and the public

The University of Kansas, Lawrence, KS
Bachelor of Arts in English, Expected 20XX

- Major GPA: 3.5, Academic Honor Roll

Relevant Coursework: Professional Writing, Foundations of Technical Writing, Communicating on the Internet, Speaker-Audience Communication

Kansas Unions, Lawrence, KS

Kansas Unions, Lawrence, KS

- Create promotional materials for monthly events utilizing photography, video, and creative text design
- Partner with other staff to effectively reach a broad audience for each event
- Lead multiple Student Union Activities fundraisers, collecting an average of \$2,500 each year

Alpha Chi Omega Sorority. The University of Kansas. Lawrence KS

- Revised recruitment campaign, resulting in higher retention of potential new members

Delta Epsilon Iota. The University of Kansas. Lawrence, KS

- Updated Facebook, Twitter and LinkedIn to inform members about upcoming activities and events
- Designed promotional materials for events, including charity trivia tournament and the professional clothing closet drive

Academic Programs for Excellence. The University of Kansas, Lawrence, KS

Peer Tutor, August 20XX – May 20XX

- Tutored four students in English composition; assisted with content preparation for class/ tests and provided feedback on written assignments with attention to accepted writing practices
- Developed strategies for working with each student based on individual learning needs
- Communicated regularly with Academic Coordinator, offering assessment of student progress

Silvercrest Resort. Wantoma. WI

- Trained eight new staff members in techniques used to provide first-class service; updated training manual
- Selected by management to work at special community events serving over 200 guests

Walter Conservation

123 Main Street Lawrence, KS 66045 • 555-555-5555 • wconservation@ku.edu

Bachelor of Arts. Environmental Studies

Bachelor of Arts. Environmental Studies

Minor: Latin American

- Overall GPA: 3.4
- Emphasis in Environmental Policy
- Global Awareness Program Certification

Senior Project: "Water Quality in the Arkansas River"

- Researched three major water pollutants and effects on Arkansas River
- Identified and explained positive contributions and critical importance of river to area community members in report distributed to local manufacturing companies

Study Abroad. Preparing for International Careers. Costa Rica

- Interviewed Costa Rican business leaders to develop increased understanding of national economic and environmental policies
- Created 15 minute Vimeo media presentation on eco-tourism industry; chosen for display on Latin American Studies website

Non-Profit Environmental Policies and Procedures Internship

Non-Profit Environmental Policies and Procedures Internship

- *North Carolina Coastal Federation*
- Researched public issues and policies concerning the North Carolina coastal area
- Compiled fact sheets on wetland functions and effects of destruction, practical methods of storm water management, and horticultural techniques necessary to create and maintain vegetative buffers on shorelines
- Accurately and efficiently entered and maintained digital environmental data utilizing various software such as Excel and SPSS
- Managed high volume of incoming calls and followed up with environmental and governmental agencies for more information
- Worked closely with small team to coordinate and implement animal rescue from retention pond being drained due to expansion of local shopping mall
- *Morehead City, NC*

Conversation Leader

Conversation Leader

- *Applied English Center, The University of Kansas*
- Facilitated weekly small group discussions with 15+ international students from diverse backgrounds
- Selected conversation topics and encouraged increased difficulty to expand communication skills
- Increased understanding of struggles international students face when introduced to American culture

Volunteer Coordinator / Volunteer

The Big Event: Campus & Community Volunteer Day

- Expanded number of community resident project registrations by 20% through use of social media to promote program goals
- Teamed with other coordinators to assign 3,000 volunteers to over 400 local projects
- Partnered with 30 volunteers to replant trees along local traffic way