# EDUCATION

# Longwood University Farmville, VA

*Bachelor of Science in Psychology May 2022*

Minor: Sociology

GPA: 3.20

Dean’s List (3 semesters)

# INTERNSHIPS AND RELEVANT EXPERIENCE

**Open Hearts and Minds Mental Health Therapy and Rehabilitation Center Richmond, VA**

*Behavioral Intake Intern Summer 2020*

* Meet and acclimate incoming patients and answer questions about facility and services
* Assist staff psychologists with intake procedure and paperwork
* Observe and report patient needs and behaviors
* Fulfill treatment plans according to direction and specifications of staff psychologists

# Richmond Regional Correctional Facility Richmond, VA

*Curriculum Development Intern Summer 2019*

* Assist lead teacher in developing new and interesting programs for inmates
* Ensure a supportive, cooperative, respectful environment was developed and maintained during sessions
* Offered support to individual inmates as the completed the curriculum
* Referred inmates to lead instructor and staff psychologist as needed

# LEADERSHIP EXPERIENCE

**Longwood University RCL Community Farmville, VA**

*Resident Assistant May 2020-Present*

* Arrange monthly floor meetings to update residents on current events and campus policies
* Handle safety and conflict resolution matters for 60+ residents by facilitating one-on-one and group meetings
* Plan and host events with 100+ attendees to engage the residential community
* Prepare for promotion to Head Resident Assistant of Cox and Wheeler community due to achievements

# WORK EXPERIENCE

**Longwood Dining Services Farmville, VA**

*Server and Meal Preparation January 2018-Present*

* Greet, assist, and engage patrons with multiple needs in various dining areas
* Prepare and maintain food and beverage items in accordance with high Aramark standards
* Assist managers and supervisors in alternate areas and roles when asked

# RESEARCH EXPERIENCE

**The Effects of Social Development of School Aged Children during COVID** , *April 2022*

# HONORS AND AWARDS

**Emerging Leader Award**, Longwood University, *April 2021*

# ACTIVITIES

**Club Soccer,** Longwood University, *August 2018-Present*

**Sign Language Club,** Longwood University, *January 2019-December 2021*

# SKILLS

**Technology:** Microsoft Office Suite, SPSS, Zoom

**Certifications:** CPR and First Aid, *expires May 2025*

**Format**

|  |  |  |
| --- | --- | --- |
| * Do NOT use a template.
* 1 to 2 pages for a targeted resume. A master resume, which has ALL your information, can be longer.
 | * Use the same 10 point font throughout your resume with .5 margins.
* You can choose what sections are most important to you and have those first, other than education

which should be first. | * In each section, rank your experiences from top to bottom from either most recent OR most relevant
* Bold and Italicize words but do not use different fonts and many different sizes
 |

|  |  |  |
| --- | --- | --- |
| * ALWAYS at the top
 | **Contact Information*** Add your phone number, professional email, and URL to LinkedIn profile
 | * Do NOT put your address
 |



**Education**

|  |  |  |
| --- | --- | --- |
| * Remove anything from High School
* Add study abroad experiences after your degree. Include location and date
 | * Add any degrees even if not from Longwood
* Includes any minors or concentrations as well as Dean’s List or President’s List
 | * Include GPA if over 3.0
* You don’t need to write “expected graduation” before you include your day (Just say “*May 2025*”)
 |



**Experiences**

|  |  |  |
| --- | --- | --- |
| * Make your experience section headers match with YOUR unique experiences
 | * Use the same format of titles, locations, and dates throughout your entire resume
 | * Always start with a strong action verb and add the How, What, or Why. Everything has transferable skills! Show them!
 |
| * Use the correct present or past tense verb
 | * Each experience should have 2-6 bullet points, depending on the experience
 | * Do not put periods at the end of your statements
 |



**Activities**

|  |  |  |
| --- | --- | --- |
| * If you held a leadership position in your organization you can put under “Leadership Experiences” If not, put involvement here
 | * Make sure you have the Organization name and the dates you were involved
 | * Your activities do not have to be Longwood related
 |

**Skills**

|  |  |
| --- | --- |
| * Do not put “soft skills” here, they need to be skills such as technology, languages, or certifications.
 | * If you have multiple certifications, you can have a separate section. Make sure to add the

expiration date! |

