

CHATHAM STUDENT

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EDUCATION

Bachelor of Science in Biology, Minor: Forensic Science

Chatham University, Pittsburgh, PA

GPA: 3.8 / Dean's List

Expected: May 2016

EMPLOYMENT AND VOLUNTEER WORK

Lifeguard

Chatham University Athletic and Fitness Center, Pittsburgh, PA

August 2013 - Present

- Answer guest questions about the facility
- Maintain pool operations by enforcing policies and procedures

Exploration Station Intern

Carnegie Science Center, Pittsburgh, PA

Summer 2013

- Gained understanding of science concepts behind exhibits, demonstrations, and animals
- Employed observation and inquiry-based education to teach guests science concepts
- Performed scripted floor demonstrations for guests
- Handled and presented live animals for touching and observation
- Provided exceptional customer service by greeting guests promptly and responding to customer inquiries and concerns

Student Ambassador

Chatham University, Pittsburgh, PA

August 2012 - August 2013

- Facilitated campus tours for prospective students and families and answered questions
- Hosted prospective students by providing overnight accommodations and exposure to campus activities

Telephone Operator

Answerlinks, Inc., Amsterdam, PA

September 2010 - August 2011

- Managed telephones, answered questions, and directed calls as needed; paged doctors with orders

Volunteer

Altoona, PA

May 2009 - August 2012

- Recreation Assistant: Lakemont Park
- Information Desk Attendant: Altoona Hospital

SKILLS

- *Computer:* Social Media, Windows and MAC, Word Processing, Database Creation and Management, Microsoft Office: PowerPoint, Excel, Word, Access
- *Certifications:* Automated External Defibrillator and Cardiopulmonary Resuscitation (AED and CPR), and Red Cross-Certified Lifeguard

LEADERSHIP AND ACTIVITIES

Chatham University, Orientation Leader

August 2013 - Present

Chatham University Student Government Representative

January 2013 - Present

Chatham University Varsity Ice Hockey Team

August 2012 - Present

Commented [VC1]: This section is currently listed in chronological order. You may also order this section from most relevant experience to least relevant experience. You may also separate Experience from Volunteer Work. What experience do you want the employer to see first on your resume?

Commented [VC2]: If you used relevant/transferable skills while volunteering, you could expand on these (write detailed descriptions)

Commented [VC3]: Include skills that are relevant or transferable to the positions you are applying for. Be sure to indicate these skills through your detailed job descriptions.

Commented [VC4]: You may also expand on your experience under leadership roles (write detailed descriptions to indicate specific leadership skills)