

CHATHAM STUDENT

Woodland Road, Pittsburgh, PA 15232 ▪ (H) 222-222-2222 ▪ (C) 111-111-1111 ▪ cstudent@chatham.edu

EDUCATION

Bachelor of Science in Biology, Minor: Criminology
Chatham University, Pittsburgh, PA

May 2014

INTERNSHIP

Exploration Station Intern

Carnegie Science Center, Pittsburgh, PA

May 2013 - August 2013

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

EMPLOYMENT

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

Student Ambassador

Chatham University Office of Admissions, Pittsburgh, PA

August 2012 - August 2013

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

Telephone Operator

Answerlinks, Inc., Pittsburgh, PA

September 2010 - August 2011

- Managed telephones, answer questions, direct calls as needed; paged doctors with orders

VOLUNTEER WORK

Volunteer

Information Desk Attendant, Pittsburgh Hospital, Pittsburgh, PA

May 2011 - August 2011

- Assisted hospital patrons in locating departments and answered telephone inquiries

Volunteer

Recreation Assistant, Pittsburgh Park, Pittsburgh, PA

May 2010 - August 2010

- Maintained cleanliness and safety of campground site
- Assisted in scheduling available classes and recreation activities

SKILLS

- Microsoft Word, Excel PowerPoint, Access, and Outlook
- Social Media: Facebook, Twitter, and LinkedIn
- Red Cross-Certified Lifeguard, Certified in Automated External Defibrillator and Cardiopulmonary resuscitation (CPR and AED) Current until 2016

ACTIVITIES

Chatham University Varsity Ice Hockey Team, Member, August 2013 - Present

Chatham University Student Government Representative, January 2013 - Present

Orientation Leader, Chatham University, August 2012 - Present