

# Megan Davenport

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## SUMMARY

Empathetic, self-starting individual passionate about empowering the marginalized and celebrating diversity. Skilled at organizing people through a strengths-based lens; has a desire for lifelong learning and is fluent in Spanish.

## EDUCATION

**Bachelor of Arts in Social Work and Spanish:** Asbury University, Wilmore, KY May 2016  
*Study Abroad Immersion:* Acento de Trinity, Seville, Spain January-May 2014  
*Spanish Language Certificate:* Antigua, Guatemala June 2013

## RELATED EXPERIENCE

**Practicum II - Kentucky Refugee Ministries** - Lexington, KY August-December 2015

- Provided resettlement services for refugees with the goal of reestablishment and self-sufficiency
- Created a volunteer partnership with a local organization and organized a refugee soccer team
- Collaborated with diverse clients in a culturally competent manner

**Resident Assistant - Asbury University** - Wilmore, KY August 2014 to May 2016

- Cultivated hall community and programmed events to provide social opportunities for students
- Assessed and responded to residents' needs, intervening from a place of relationship

**Urban Youth Mentor/Camp Counselor - Kids Across America Camps** - Golden, MO June-August 2015

- Positive role model for urban youth; effectively intervened in crisis and discipline situations
- Utilized sports to build campers' self-esteem and perseverance, and to build relationships

**Practicum I - Maxwell Street Presbyterian Emergency Assistance** - Lexington, KY January-May 2015

- Provided financial assistance to low-income clients, made referrals, completed documentation
- Mentored and tutored urban youth in an after school program, using sports as a bridge for engagement

**Spanish Teacher - Various Families** - Spring Grove, MN Summers 2010-2014

- Started a 6-week, community-based summer program for children preschool to 7<sup>th</sup> grade
- Taught Spanish language and culture; fostered lasting community relationships

**Street Team Volunteer - Solidarios para el Desarrollo** - Seville, Spain January-April 2014

- Cooperated with a multi-generational group of Spaniards to return dignity to the homeless
- Learned the culture and needs of the diverse homeless community; improved cross-cultural and cross-generational communication skills with people of various backgrounds

**Summer Intern - New Life Children's Home** - Villa Nueva, Guatemala May-July 2013

- Assisted psychologist in play therapy for neglected children to foster psychosocial healing and motor skills; completed documentation and attended court audience with the social worker
- Nurtured unique relationships with 53 children who have histories of abuse and neglect
- Organized special events such as a soccer tournament, sponsor cards, and a recreation outing

## HONORS & AWARDS

Phi Alpha National Social Work Honor Society Member ♦ Dean's List ♦ Sigma Delta Pi National Collegiate Hispanic Honor Society Member and President ♦ HC Morrison Academic Scholarship: 50% tuition ♦ Alumni Scholarship ♦ Church Match Scholarship ♦ Community Foundation Schaffner Endowed Memorial Scholarship

## COMMUNITY INVOLVEMENT & SERVICE

Cross-Cultural Travel: Ecuador, Mexico, Uruguay, Chile, Peru, Dominican Republic, Guatemala, Spain, Canary Islands, France ♦ Iglesia Nueva Vida Children's Ministry Volunteer ♦ Asbury Women's Soccer Team ♦ Mentor Pair Program ♦ Threedom Anti-Human Trafficking Club ♦ Class Dance Coordinator

# Lauren Brigdale

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[www.linkedin.com/in/laurenbrigdale/](http://www.linkedin.com/in/laurenbrigdale/)

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## PROFILE

Self-motivated student with excellent teamwork skills, problem-solving abilities, and people skills. Knows conversational Chinese and basic Japanese. Skilled in budgeting, time management, and written and oral communication.

## EDUCATION

**Bachelor of Arts in Business Management with Public Relation Minor**  
Asbury University, Wilmore, KY

May 2015

## RELEVANT COURSEWORK

Principles of Marketing, Principles of Management, Interactive Media, Business Communication, Advanced Public Relations.

## PAST EXPERIENCE

### Bed Bath and Beyond

*Sales Associate*

Lexington, KY  
October 2014-May 2015

- Aided customers in choosing the best item for their current needs.
- Operated the cash register and helped customers in determining the best way to save money.
- Handled returns and addressed customers' questions.

### The Asburian( University Yearbook)

*Business Manager, Asbury University*

Wilmore, KY  
2013-2014 and 2014-2015 School Year

- Collected receipts and processed reimbursements for expenses related to yearbook meetings, payments, and other relevant expenses.
- Handled a budget of \$38,000 and reconciled expenses as needed
- Compiled a list of past seniors and was responsible for the distribution of yearbooks to recent alumni.
- Participated in designing pages of the yearbook and assisted the Managing Editor with tasks as needed.
- Interacted with students and alumni regarding questions or concerns they have with The Asburian.

### Walking in Faith Fall Festival and 5K

*Business Director, Asbury University*

Wilmore, KY  
August-November 2014

- Led a group of five people in charge of raising money for the community event.
- Created a donor letter and sponsorship form to deliver to businesses.
- Attracted more than 200 runners and around 1,000 people to the event.
- Raised \$10,000 to help a local woman who had recent amputations with her medical expenses.
- Event was featured on many Lexington, KY television, news, and print outlets.
- Event received the Betty Price Community Service Award from the City of Wilmore.

### Asbury Reunion 2014

*Reunion Ambassador, Asbury University*

Wilmore, KY  
June 2014

- Assisted in the final planning of the three day class reunion event.
- Made preparations to accommodate more than 850 people on campus.
- Aided in setting up, leading, and tearing down various activities held during the three day event.

## VOLUNTEER WORK

### Wesley Woods Camp

*Camp counselor*

Dowling, MI  
Summers 2010-2014

- Planned and implemented a morning lesson to campers.
- Ensured safety of campers by providing a structured and nurturing environment.

# Samuel Wellington

263 Robin Drive, Florence, KY 41042 | (859) 805-6575 | samuelw@gmail.com | samuelw34media.com

## Profile

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Hardworking, passionate film-maker with commercial, corporate, and narrative experience. Well-rounded individual with camera operation, light design, and editing skills. Committed to excellence and professionalism in film production. Specialization in crafting well-developed stories.

## Education

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**Bachelor of Arts in Media Communications with Film emphasis**  
*Asbury University, Wilmore, KY*

Graduation May 2018

**Relevant Coursework:** Introduction to Directing ◊ Writing for Media ◊ Audio Production ◊ Multi-Cam Production ◊ Mass Communications Theory ◊ Digital Field Production ◊ Film Aesthetics ◊ Editing Practice and Theory ◊ Screenwriting ◊ Writing for Media ◊ Interactive Media

## Media Experience

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Producer/Editor May 2015 - present  
*Boone County Parks and Recreation* Florence, KY

- Film community events hosted by the department of Parks and Recreation
- Edit footage to capture highlights of public events and activities
- Create graphics to establish brand identity and bring cohesion to marketing strategy

Freelance Video Production June 2012 - 2015

- Collaborated with clients to create content that aligned with their values and needs
- Filmed and edited original content for digital platforms

Media Intern June 2012 – August 2012  
*Vineyard Christian Church* Florence, KY

- Created videos and digital media for use during church services
- Promoted upcoming events hosted by different ministries within the church

Camera Operator Intern April 2010 – July 2010  
*Florence Freedom Broadcasting Team* Florence, KY

- Operated 3<sup>rd</sup> base camera throughout baseball season
- Learned and applied skills relevant to live broadcasting

## Selected Projects

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### Gaffing/Light Design

Light Design: *Decision Height (2015) – Asbury Theatre Dept.*

Gaffer: *On the Other Hand (2015) – Ace and Company*

Gaffer: *Clever Girl (2015) – Brand Old*

### Grip/Electrical

Grip: *Conagre Foods (2015) – Barking Fish Entertainment*

Key Grip: *Blood Fairies (2014) – Rebirth Films*

Grip: *P&G Law (2014) – Barking Fish Entertainment*

Grip: *Speedway Commercial (2014) – RGI*

Best Boy: *Jacob's Paradox (2014) – Plum Street Productions*

### Camera Operating

First AC: *The Secret Ingredient (2016) – Fish in Glass Box*

Add. Cinematography: *Clever Girl (2016) – Brand Old*

First AC: *Are You There Eli? (2016) – Fish in Glass Box*

First AC: *Cut Short (2015) – Fish in Glass Box*

Add. Cinematography: *Holy Rollers (2011) – Connell Creations*

### Director/Producer

Director: *Kevin's Day Out (2016) – Student Film*

## Special Skills

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**Media Software:** Adobe Premiere, Final Cut Pro 7 and 10, Photoshop, Lightroom, After Effects

**Technical Skills:** Cable wrangling, grip, light design, camera assistant

**Camera Operation:** Canon DSLR, RED Scarlet and Dragon, Sony FS700, Canon C500, Black Magic Cinema camera

# Cloe Northman

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## Profile

- The ability to easily relate with and appreciate persons of all diversities through upbringing in Africa
- Highly motivated by competency and self-directed within tasks and leadership positions with preference for teamwork
- A lifelong desire for personal and vocational development with a deep commitment to working for God and His Kingdom by investing in and helping His people

## Education

### Bachelor of Arts in Christian Ministries

Graduation: May 2016

*Asbury University, Wilmore, KY*

Minor: **Outdoor Adventure Leadership**; GPA: **3.8**

Relevant Coursework: 8 Semesters of Spanish, Cross-Cultural Minister's Life and Work, Organizational Strategies for Ministry, Economics, Principles of Advanced Leadership, Dynamics of Spiritual Growth

## Work Experience

### Secretary Assistant

January 2014 – May 2016

*Asbury University Center for Counseling, Wilmore, KY*

- Planned, coordinated, and implemented various retreats and organizational events
- Managed financial affairs and records
- Created and implemented effective organization systems to drastically reduce filing system efforts.
- Scheduled clients and counselors
- Assisted Counselors with clerical and organizational needs

### Program Development Liaison

Summer 2015

*Asbury Initiative Program, Good Shepherd Church, and Heart of Africa, Kenya*

- Developed the implementation of the Chrysalis youth spiritual formation program into the Africa Gospel Church
- Functioned as a liaison in diluting cultural barriers between American and Kenyan leadership
- Reported on and presented the progress and end results of the Chrysalis program implementation to Asbury students, faculty, staff, and Heart of Africa Officials

### Personal Assistant to Owner

January 2013 – September 2014

*Robert A Burry Architects, Shelbyville, KY*

- Aided in physical remodeling and restoration of dilapidated or demolished property
- Performed various tasks per owners request enabling cohesive work production
- Assisted in the monitoring of safety precautions

### Child Care Provider

January 2012 – January 2012

*Asbury Theological Seminary Daycare, Wilmore, KY*

- Organized and administrated curriculum and lesson plans for groups numbering up to 15 children
- Cohesively taught and managed children, ages ranging from 0-10 years
- Facilitated administrative paperwork
- Monitored child health and wellbeing while maintaining professional communication with parents as needed

## Volunteer Experience

- Memphis, TN: Provided Housing care for impoverished inner city families and managed child work teams.
- Guatemala: Provided Community Health Construction for the Education System
- Kenya, Africa: Participated in Community Development Programs
- The Dominican Republic: Provided Child Care and Church Construction
- Costa Rica: Constructed a Worship Facility for the local community
- Haiti: Rebuilt a local church damaged by earthquake.

## Special Skills

- Highly competent in all native Microsoft applications
- Wilderness First Responder – Wilderness Medical Association Certified

# Amy Michelle Christianson

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Email: amy.christianson@asbury.edu

## Profile

- High-achieving, motivated business and accounting student with solid academic background and leadership involvement
- Detail oriented individual who adapts quickly to new situations and skill sets
- Desiring to gain business experience through pursuing a tax internship in the spring of 2015 in the Lexington area.

## Education

### Bachelor of Arts in Business Management & Accounting

Graduation May 2017

Asbury University, Wilmore, Kentucky

Overall GPA: 3.89 (Major GPA: 3.95)

**Relevant Courses:** Federal Income Tax ♦ Financial Accounting ♦ Managerial Accounting ♦ Intermediate Accounting I ♦ Business Law ♦ Management ♦ Microeconomics ♦ Macroeconomics ♦ International Financial Markets ♦ Marketing

#### Academic Honors:

School of Business Scholar Award Recipient

Henry Clay Morrison Scholar Recipient

Dean's List

## Experience

### Business Owner

June 2009-present

*Gems & Jewels by Amy*, Nicholasville, KY

- Design and produce unique pieces of jewelry; distributed through parties, events, and special orders
- Generate \$2000-\$3000 in profit selling 400-500 pieces annually
- Track costs of supplies and production to determine the appropriate selling price of each piece
- Emphasis on producing high quality products to promote customer satisfaction
- Recently expanded product line to include personalization items such as ornaments and house decorations

### Administrative Volunteer

April 2009 – June 2014

*Cornerstone Baptist Church*, Nicholasville, KY

- Implement sack lunch Sundays, raising \$500 to \$1000 monthly for missions funding
- Established a missions team of 10 people that meets bi-weekly
- Coordinated a team of 10-15 youth to serve in Eastern KY as a student leader representative

### Cafeteria Worker

August 2013-December 2013

*Pioneer Catering*, Wilmore, KY

- Dependable employee that never missed an assigned shift
- Engaged customers to ensure they had a positive experience
- Monitored food supply and provided cleanup assistance

# Daniel Morgan

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## Profile

- Mature, highly-disciplined student with solid academic background and a professional demeanor
- Experience in shadowing therapists in the outpatient and geriatric settings
- Seeking employment for a company where I can advance my current knowledge and acquire skills applicable to the physical therapy field

## Education

### **BACHELOR OF SCIENCE DEGREE | ASBURY UNIVERSITY | WILMORE, KY | MAY 2016**

- Major: Exercise Science (Pre-Physical Therapy)
- Minor: Biology
- Current Grade Point Average: 3.98
- Dean's List: 5 semesters
- Asbury Presidential Scholar: 2012-2016
- Men's Basketball Scholarship: 2012-2016
- Related Coursework: CPR/AED certified by the American Red Cross, bloodborne pathogen training certified, HIPAA training certified, training in professional conduct and personal responsibility by the Asbury Center for Career and Calling, approximately 70 hours of physical therapy job shadowing in outpatient and geriatric settings, solid knowledge base in anatomy and physiology, motor learning and development, strength and conditioning, physical fitness assessment and prescription, nutrition, injury care and safety, medical terminology, chemistry, and biology

## Related Experience

### **VOLUNTEER/JOB SHADOWING | WOODFORD PHYSICAL THERAPY | VERSAILLES, KY | SUMMER 2014**

- Observed physical therapists in an outpatient setting
- Interacted with patients of all age groups who were inhibited by various injuries, particularly those in the synovial joint vicinities
- Gained procedural knowledge regarding the administration of various exercises and therapeutic techniques

### **VOLUNTEER/JOB SHADOWING | PRESTON HEALTHCARE CENTER | PRESTON, KY | SUMMER 2014**

- Observed the daily routines of physical therapists in a geriatric setting
- Assisted physical therapists by transporting walkers and wheel chairs to desired locations
- Discovered exercises used on elderly individuals to maintain muscular strength, flexibility, and balance

### **VOLUNTEER/JOB SHADOWING | THOMSON HOOD VETERANS CENTER | WILMORE, KY | WINTER 2014**

- Attained knowledge regarding paper work protocol
- Learned the restrictions placed on patients after having a posterior hip replacement
- Communicated with residents and roused conversations regarding their personal experiences in the armed forces

### **BASKETBALL SKILLS INSTRUCTOR | ASBURY UNIVERSITY | WILMORE, KY | SUMMER 2012- 2014**

- Instructed youths and adolescents on acquiring fundamental basketball skills
- Encouraged participation by integrating engaging activities
- Emphasized the importance of teamwork and collaboration among individuals
- Praised individuals' personal achievements and improvements
- Purchased and organized meals for all campers

## Skills and Abilities

- Excellent written and verbal communication skills
- Thrive in a team environment and work well with others, as well as independently
- Respectful and adhering to leadership directives at appropriate times

# Margaret Mason

327 Gondola Drive Lexington, KY 40513 ♦ [margaret.mason@gmail.com](mailto:margaret.mason@gmail.com) ♦ Primary: (859) 536-9849

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## Profile

Driven, enthusiastic educator who desires to make a difference in the lives of students and excite them about learning. Skilled in establishing a relaxed classroom climate to promote comfortable learning and relationship development. Strives to present instruction and assessment in a variety of methods based on the knowledge that classrooms are full of diverse learners. Desires to communicate and work positively with school-wide team to help students thrive and grow.

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## Education and Certification

**Bachelor of Arts in Elementary Education (K-6);** Emphasis: Social Studies; GPA: 3.98

Asbury University, Wilmore, KY (May 2014)

Academic Honors: Dean's List, H.C. Morrison Scholarship (50% tuition)

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## Teaching Experience

**401 Clinical Teaching Experience** (September 2013 – November 2013)

Breckinridge Elementary, 2<sup>nd</sup> grade, Lexington, KY

- Acquired 70+ hours of teaching, participation, and observation hours
- Designed two KTIP lesson plans in reading and math
- Regularly participated in individual and small group instruction
- Integrated technology into lessons through videos and a document camera
- Established positive relationships with students, teachers, and administrators

**301 Clinical Teaching Experience** (September 2012 – November 2012)

Brookside Elementary, 4<sup>th</sup> grade, Nicholasville, KY

- Conducted 80+ hours of teaching, participation, and observation hours
- Designed five KTIP lesson plans in addition to a KTIP three day mini unit
- Participated in 4<sup>th</sup> grade planning meetings, student assessment and remediation, and field trips
- Utilized SMART Board and document camera technology

**Substitute** (Spring 2011 – Spring 2012)

Fayette County Public Schools, Lexington, KY

- Served as paraeducator and classroom teacher
- Instructed small groups and centers
- Implemented lesson plans and classroom management strategies

**Site Director for Preschool Summer Camp** (May 2012 – August 2012)

Beaumont YMCA, Lexington, KY

- Planned lessons five days a week
  - Delegated responsibilities among assistants
  - Established relationships and contact with campers and parents
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## Honors and Activities

Member of Asbury Women's Varsity Volleyball Team (2010-2013)

- Team Captain (2013)
- NAIA Scholar Athlete (2012 and 2013)
- Capital One CoSIDA Academic All-American (2012); Capital One CoSIDA Academic All District 1<sup>st</sup> Team (2013)

Member of TELL (Teachers' Education for Learning and Leading) – All four years

Mentor to a 2<sup>nd</sup> grader at Nicholasville Elementary; Nicholasville, KY – Fall 2011

ESL tutor for preschooler; Lexington, KY – Spring/Summer 2011

Summer nanny to three boys: Ages 2, 4, and 6 – Summer 2011

Nursery Worker at Daybreak Community Church; worked with 2-3 year olds – Summer 2010, Fall 2011-Fall 2012

# Jean Marie Journalism

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School: 1 Macklem Drive • Wilmore, KY 40390

Phone: (555) 555-5555

E-mail: Jean.Journalism01@gmail.com

LinkedIn: <http://www.linkedin.com/in/jeanjournalism>

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## Education

### Bachelor of Arts in Journalism and English

Asbury University - Wilmore, KY

May 2015 • GPA: 3.4

## Related Skills

Adobe Creative Suite (InDesign, Photoshop)

AP Manual of Style, Chicago Manual of Style,

Microsoft Office (Word, Excel, PowerPoint, etc.)

Excellent Grammar, Photography

## Related Experience

### Executive Editor (August 2012 – May 2014)

Asbury University – “The Asbury Collegian” [www.asburycollegian.com](http://www.asburycollegian.com), Wilmore, KY

- Oversaw total content, appearance and production of the weekly campus newspaper
- Recruited, trained and supervised nine section editors in addition to managing policy, standards and organization; met 100 percent of production deadlines
- Planned and facilitated staff meetings to coordinate weekly content among a team of 15-20 editors, senior writers, staff writers, and columnists
- Coordinated publication by communicating with publishers at LexPress

### Book Publishing Intern (Summer 2013)

Focus on the Family – Colorado Springs, CO

- Evaluated book proposals and manuscripts, offered suggestions for editorial direction
- Proofed manuscripts in Chicago style and typesetting through InDesign before being sent for publication
- Selected as a contributing writer for a movie produced by Walmart: “A Walk in My Shoes”
- Reviewed materials written and produced by Chip Ingram for publication consideration, and co-authored a freelance article in the children’s magazine “Clubhouse Jr.”

### Copy Editor (August 2011 – May 2012)

Asbury University – “The Asbury Collegian” [www.asburycollegian.com](http://www.asburycollegian.com), Wilmore, KY

- Edited the weekly campus newspaper, word by word
- Ensured precision in grammar, AP style and consistency in appearance

## Work Experience

### Writing Tutor (August 2012 – May 2014)

Asbury University – Center for Academic Excellence, Wilmore, KY

- Taught ENG 110 freshmen the basics in grammar and paper organization
- Correct walk-in writers; papers, show them mistakes and teach them how to avoid making same mistakes

### Resident Assistant (August 2011 – May 2012)

Asbury University – Glide-Crawford Residence Hall, Wilmore, KY

- Facilitated personal and academic success for 30 student residents through peer counseling and educational programming leadership role
- Created a comfortable second “home” for students at college by planning and organizing monthly events, completing regular safety checks and being available for one-on-one time

### Receptionist (January 2012 – May 2012)

Asbury University – Student Development Office, Wilmore, KY

- Successfully managed time to meet deadlines for completing assigned projects for the Associate Dean for Residence Life while organizing files and designing flyers
- Welcomed and responded to visitors’ questions regarding campus and student life



## EDUCATION

### **Asbury University – Wilmore, Kentucky**

**Graduation: May 2016**

Major: Journalism and Digital Storytelling | Minors: Public Relations and Spanish | GPA: 3.66, Dean's List

**Computer Skills:** Proficient in Microsoft Office and Adobe Cloud, Experience with Mac and PC Platforms, Social Media Experience

## RELATED EXPERIENCE

### **Samaritan's Purse International – Boone, North Carolina**

**Summer 2015**

*Communications Intern – President's Office*

- Worked hand in hand with Franklin Graham's Director of Quality Assurance and Samaritan's Purse International Communications team researching, editing, and scheduling social media posts for Twitter and Facebook on a daily basis
- Media monitored Franklin Graham's (FG) Facebook and Twitter through Sprout Social, tracking analytics and hiding comments that were of great offense to both FG and to other individuals commenting on his page
- Founded the Decision America Tour College Ambassador Program (DATCA), an extension of the Samaritan's Purse Internship Program, for FG's Decision America Tour beginning in 2016

### **Samaritan's Purse International – La Paz, Bolivia**

**Summer 2014**

*Communications Intern*

- Translated field office's Success Stories and reports, wrote blog posts
- Filmed work that NGO has accomplished/is working on in mission field

### **WACW Online Radio – Wilmore, Kentucky**

**Spring 2013 – Spring 2015**

*News Director*

- Updated news folder on a weekly basis for student radio shows and recorded a weekly 60-second news update for the radio station

### **The Collegian – Wilmore, Kentucky**

**Fall 2013 – Spring 2015**

*Features Editor*

- Wrote weekly articles and edited anything from contributing writers for features

## WORK EXPERIENCE

### **Asbury University Residence Life – Wilmore, Kentucky**

**Fall 2015 – Present**

*Resident Assistant*

- Facilitated the social, academic, and personal adjustment of 24 female students to the residence hall and university. Developed a sense of community among residents and served as a positive role model while enforcing the rules and policies of Asbury University's Community Standards

### **Asbury University Admissions – Wilmore, Kentucky**

**Spring 2015 – Present**

*Student Ambassador*

- Gave tours to prospective students and their families as well as hosted female prospective students overnight
- Helped set up and run university visit weekends as well as represented Asbury University in college fairs in the state

### **Center for Career and Calling – Wilmore, Kentucky**

**Spring 2014 – Present**

*Peer Career Advisor*

- Provided career guidance, marketing strategies and implementation as well as customer service to students, employers, recruiters, and visitors

### **Asbury University Phonathon Program – Wilmore, Kentucky**

**Spring 2014**

*Student Manager*

- Managed 8-10 students while they called alumni. Maintained an orderly workplace while assuring that alumni received the best service from student workers

## ACHIEVEMENTS

- Recipient of the AU Instrumental Music Scholarship and AU Jose Velasquez Scholarship for Hispanic-American Students
- President of the Senior Class

# Mark D. Mathematics

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## PROFILE

Financial mathematics major with outstanding ability to think critically and solve problems. Excellent analytical skills built upon an exceptional math and economics background coupled with successful teaching, research, and derivative trading experience. Successful university student-athlete set to graduate Magna Cum Laude who has been promoted in multiple organizations based on strong work ethic, intellect, and interpersonal skills.

## EDUCATION

**Bachelor of Arts in Financial Mathematics** • Asbury University, Wilmore, KY Graduation: May 2016

Minors: Economics, Business Management • Overall GPA: 3.87 (Major GPA: 3.82)

*Asbury H.C. Morrison Scholar (4 year, half-tuition scholarship), Dean's List (all semesters)*

ACT: 33 • GRE: Quantitative 760, Verbal 500

**Related Coursework:** Comparative Economic Systems • Financial Markets and Monetary Economics • International Economics  
• Investments • Econometrics • Finance • Statistics • Linear Algebra • Differential Equations • Probability

**Computer Skills:** Proficiency in Microsoft Office; Experience with Maple(CAS) and C++ Programming (2 semesters)

## RELATED EXPERIENCE

**Research Intern** • Blacksummit Financial Group, Wilmore, KY 2012-Present

- Investigated international markets and economies for asset allocation
- Created a dynamic Black-Scholes option model in Excel for future risk management
- Participated in currency trading for platform recommendations
- Interpreted relevant data and provided analysis for investor publications

**Assistant Risk Management Associate** • Toji Trading Group, Chicago, IL Summer 2014

- Grasped strategies and risk management to successfully clerk both electronic and floor trades
- Promoted to trader position during final weeks of internship
- Implemented delta-neutral option trading strategies for 4,000 contracts per day in Korean Market

**FCIC Economic Researcher** • Financial Crisis Inquiry Commission (FCIC), Wilmore, KY Spring 2014

- Assisted in gathering data and running regressions relevant to the national economy
- Analyzed financial statements, monetary policy, and banking regulation relevant to 2007 market crash

**Teacher's Assistant** • Asbury University, Wilmore, KY 2013-2014

- Instructed calculus review sessions with students prior to exams
- Tutored students towards better grades in various levels of mathematics and economics

**Treasurer** • Student Governance Association, Wilmore, KY 2012-2013

- Asked to serve based on leadership, knowledge, and responsibility
- Established budget process using Excel to automate and manage the governance finances

## HONORS & LEADERSHIP

**Intercollegiate Golf Team Captain** • Asbury University, Wilmore, KY 2012-2014

- Leadership role on varsity golf team

**Math Modeling** • Consortium for Mathematics and Its Application (COMAP), Wilmore, KY Spring 2013

- Member of 3 person Asbury University team in international competition working to model real world problems
- Awarded honorable mention for modeling the "sweet spot" of a baseball bat

**Umpire and Coordinator** • Wheaton Umpire Association, Wheaton, IL 2012-2013

- Promoted to coordinator position in 2006 based on leadership and previous job performance
- Managed the scheduling of over 50 umpires for 3 youth leagues
- Officiated in both local community and national tournaments

# Rachel A. Rider

One Macklem Drive, Wilmore, KY 40390 • rachel.rider@asbury.edu • (123) 456-7890

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## Education

### **Bachelor of Arts in Business Management, Equine Management**

Graduation: May 2016

*Asbury University; Wilmore, KY*

3.66/4.0 GPA; Dean's List 4 of 6 Semesters

- CPR Certified
- Certified Horsemanship Association Instructor

## Experience

### **Marketing Associate (August 2014-Present)**

*Asbury University Career and Calling; Wilmore, KY*

- Assisted students with their career development needs through providing assistance with résumé creation, job searching, and graduate school planning
- Led marketing efforts for the office and collaborated with director in planning over 25 career-related events
- Gathered graduate placement data via evening phone calling methods

### **Director of Sales and Promotions (August 2014-Present)**

*WACW Asbury University Radio Station; Wilmore, KY*

- Established new relationships with over 20 corporate and small business sponsors
- Exceeded sponsorship goal set by supervisor and kept record of sponsors for future Director of Sales
- Represented WACW as the university's ambassador to sponsors
- Designed and produced posters as advertising for over 15 WACW radio events

### **Equestrian Police Mounts Trainer (January 2014-Present)**

*Asbury University; Wilmore, KY*

- First trainer in the history of the university program to train a mustang for the U.S. Border Patrol
- Spent 10 hours every week in training and clinics to gain Certified Horsemanship Association Instructor status
- Performed training demonstration at Keeneland Thoroughbred Racing and Sales

### **Director's Assistant (January 2014-Present)**

*Asbury University Music Department; Wilmore, KY*

- Managed setup and break down of rehearsal and concert sets
- Provided director support with administrative needs such as copying, filing, and scanning
- Served as a resource for over 50 music students to effectively meet their rehearsal needs

### **Wrangler and Trail Guide (May 2015-August 2015)**

*Fox River Resort; Sheridan, IL*

- Supervised 2 employees in barn activities, horse preparation and trail rides when supervisor was not present
- Trained horses by correcting behavioral problems, teaching riding skills and putting experience on new horses
- Maintained supply and feed inventory along with regular maintenance of horses, buildings, fences and trails

### **Equestrian Management Internship (Summer of 2014)**

*Coyote Junction Equestrian Center; Seneca, IL*

- Completed 240 hours and gained hands-on experience of managing various aspects of a small business
- Supervised and constructed curriculum for 3 different equine summer camps with children while leading staff scheduling efforts for a team of 6 volunteer personnel
- Introduced and implemented Excel into business activities for barn manager

### **Private Lesson Swim Instructor (Summers of 2013 and 2014)**

*Backyard Splash; Grand Ridge, IL*

- Taught over 30 children swimming, diving, and basic water safety skills
- Assisted Poolside Manager with managing check-in, payment, and progress system for participants

## Service and Involvement

Asbury University Business Club; *Wilmore, KY*

August 2013-Present

Class Cabinet Treasurer; *Wilmore, KY*

August 2015-Present

English Teacher-Josiah Venture Camps; *Czech Republic; Germany*

Summer of 2010

Summer Camp Counselor and Counselor's Assistant; *Streator, IL*

Summers of 2006-2013

## (Functional Format Sample)

# REESE RESUME

1234 Lovely Lane City, ST 55005

555.555.5555

[rresume@gmail.com](mailto:rresume@gmail.com)

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## EDUCATION

### Bachelors of Arts in English

Asbury University, Wilmore, KY

Graduation May 2017

## SKILL PROFILE

### Event Planning

- Provided leadership in planning and implementing the annual Junior-Senior event which serves as the largest and most formal social event for upperclassmen at Asbury University
- Collaborated with vendors and venue representatives to plan class events throughout the school year
- Assisted with the logistics involved in hosting a region-wide conference for United Way leaders
- Facilitated details for a talent show for day camp participants, families, and the community
- Planned daily artistic and recreational activities for children ages 10-12

### Interpersonal

- Greeted customers in retail environment providing details on promotions
- Consistently handled customer complaints in a diplomatic way
- Served as the primary contact for residence hall visitors and callers
- Communicated with parents regarding children's behavior and progress in day camp activities

### Organization

- Responsible for maintaining files and weekly reports utilized in fundraising efforts
- Successfully completed inventories on store merchandise
- Developed tracking system for office supplies and resources resulting in cost savings

## WORK HISTORY

- Office Assistant, *United Way of the Bluegrass, Lexington, KY* August 2015 – May 2016
- Sales Associate, *Old Navy Clothing Store, Charlotte, NC* Summers 2014-2016
- Front Desk Staff, *Kresge Residence Hall, Asbury University* August 2005 – May 2016
- Camp Counselor, *Starfall Day Camp, Charlotte, NC* Summer 2013

## CO-CURRICULAR ACTIVITIES

- Elected Class Activities Director for Junior Class Cabinet 2015-2016 School Year
- Elected Publicist for Sophomore Class Cabinet 2014-2015 School Year
- Women's Tennis Team 2013-2014 School Year