

Suzy Strammel

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Education

Enrolled in the College of Education, Expected Graduation May 20XX
Fort Hays State University, Hays, KS

Diploma, Hays High School, May 20XX

- Graduated with 3.47/4.0 GPA
- Enrolled in honors and advanced placement courses

Coursework

Current courses fulfill school's general education requirements. Highlights include: Creative Writing, Introduction to Psychology, Philosophy

Qualifications

- Bilingual in Spanish
- Teamwork, Leadership, Communication, and Time Management Skills
- Computer experience with Microsoft Office; Adobe Creative Suite

Employment

Student Assistant, Career Services, Fort Hays State University, Hays, KS (Fall 20XX-Present)

- Perform administrative duties including answering phones and scheduling appointments
- Assist with collecting career outcomes data on recent graduates through phone and tabling efforts
- Create promotional flyers for career fairs and other events utilizing Canva design software

Camp Counselor, Hampton Parks and Recreation, Shawnee, KS (Summer 20XX)

- Organized and supervised athletic activities for children's day camp
- Provided safe and fun environment for elementary-age children

Deli Assistant/ Cashier, Country Corner, Hays, KS (August 20XX-May 20XX)

- Prepared lunch specials, served customers, provided customer service, and maintained inventory

Babysitter, Several Community Families, Hays, KS (20XX-20XX)

- Assisted a variety of families with childcare throughout high school career

Story Hour Leader, Kensington School/Community Library, Hays, KS (Summers 20XX-20XX)

- Planned, prepared, and conducted weekly lessons

Activities

Writer, Hays High School Yearbook

Member, Hays High School Chorus

Member, Hays High School Tennis Team

Volunteer Work

Individual Skills Aide, Special Olympics

- Provide basketball skills development activities to beginner athletes and those with limited mobility