

Cassie H. Studies

5005 Haney St
Hays, KS 67601

(785) 625-5555
studies@scatcat.fhsu.edu

EDUCATION

B.A. History, May 2017
Minor: **Business Administration**
Fort Hays State University, Hays, KS

QUALIFICATIONS

- Excellent Leadership, Communication, Teamwork, and Time Management Skills
- Computer experience with Microsoft Word, Excel, Access, Quicken Quick Books, Ultra Tax, and 1099

INTERNSHIP

Student Intern and Archival Assistant, Fall 2015
Ellis County Historical Society, Hays, KS

- Handled encapsulation of documents and documentation of accession for new collections
- Indexed obituary records and developed trivia hunts

EMPLOYMENT HISTORY

Student Assistant, January 2016-Present
Forsyth Library, Fort Hays State University, Hays, KS

- Index texts, reshelv books, and clean bookshelves
- Develop indexes for collections, type index cards, and assists patrons in section

Office Clerk, January 2015-August 2015
Adams, Brown, Beran & Ball, Hays, KS

- Prepared client files, data entry, and book reconciliation
- Prepared individual and corporate/ partnership tax forms
- Issued financial statements for clients (i.e. W-2 or 1099)

HONORS / AWARDS

- Dean's Honor Roll
- Hays City Silver Scholarship
- History Award of Excellence
- History Departmental Scholarship
- Who's Who Among American College and University Students

ACTIVITIES / ORGANIZATIONS

- History Club, Secretary
- Phi Alpha Theta – National History Honor Society
- Orientation Advisor
- TigerWild

REFERENCES

Available Upon Request

Your Name

555 E 13th
Hays, KS 67601
(785) 625-5555

EDUCATION

Bachelor of Science in History, December 2016
Fort Hays State University, Hays, KS
G.P.A 3.51 on a 4.0 scale

QUALIFICATIONS

Excellent critical thinking and analytical skills
Proficient research abilities
Strong public speaking skills
Computer experience with Microsoft Office

**WORK
EXPERIENCE**

Historic Tour Guide, May 2015-Present
Old Fort Hays, Hays, KS

- Provide historical guided tours of the fort
- Answer tourists questions
- Help run gift shop

References Librarian/Student Assistant, March 2013-Present
Forsyth Library, Fort Hays State University, Hays, KS

- Assist patrons in finding material within the library
- Catalog books and materials for the reference department
- Clerical duties including typing and copying

Resident Assistant, August 2014-May 2015

McMindes Hall, Fort Hays State University, Hays, KS

- Mediated conflicts between residents
- Confronted and dealt with policy infractions
- Developed and implemented programs for 50 residents

**HONORS /
ACTIVITIES**

Fort Hays State History Club
VIP Student Ambassador
Phi Alpha Theta (History Honor Society)
Who's Who Among American Colleges and Universities

**VOLUNTEER
EXPERIENCE**

Hays Public Library
St. John's Rest Home
Tigers in Service

REFERENCES

Available upon request