

# Your Name

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## EDUCATION

**Bachelor of Arts in Sociology**, May 2017  
Fort Hays State University, Hays, KS  
Emphasis: **Life Issues**; Certificate: **Interpersonal Relations**  
Minor: **Communications**  
G.P.A. 3.54 on a 4.0 Scale

## HONORS & ACTIVITIES

President's Honor Roll  
Dean's Honor Roll  
Academic Award of Excellence  
Phi Eta Sigma  
Sociology Club  
Intramurals

## SPECIAL SKILLS

Mediation/Relations Skills  
Computer Experience in Microsoft Office and Vista  
Internet Explorer and Mozilla Firefox  
Familiar with Spanish Language and Sign Language  
Organizational, Problem Solving, Interpersonal, and Leadership Skills  
Oral and Written Communication Skills

## WORK EXPERIENCE

**Office Assistant**, August 2015-Present  
FHSU Admissions Department, Hays, KS  
Answer phones, copy and file reports  
Make travel arrangements for Admissions staff  
Schedule campus tours

**Wait Staff**, October 2014-December 2015  
Thirsty's Bar & Grill, Hays, KS  
Prepared and served food, cleaned, greeted people

## VOLUNTEER EXPERIENCE

Youth Friends & Youth Service Volunteer  
Health Fair Volunteer  
Tigers in Service  
Camp Counselor  
Big Brothers Big Sisters  
American Red Cross Volunteer

## REFERENCES

Provided upon request

# Oliver Office

600 Main Street  
Hays, Ks 67601

785-259-5555  
office@aol.com

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## Education

**Bachelor of Arts in Sociology**, May 2016  
Fort Hays State University, Hays, KS  
GPA 3.9 on 4.0 scale

**Associates in General Studies**, May 2014  
Barton County Community College, Great Bend, KS

## Internship

**Sociology Intern**, Spring 2015  
NWKCC (NW Kansas Community Corrections)

- Observed and assisted probation officers during client visits
- Accompanied officers during home visits and employment visits

## Related Experience

**Direct Service Professional (DSP)**, August 2015-Present  
Developmental Services of Northwest Kansas, Hays, KS

- Teach individuals who have mild retardation to be as independent as possible.
- Handle individuals' financial records as well as taking them to appointments.
- Supervise staff to make sure they are interacting with individuals and teaching them daily living skills.

## Qualifications

- Computer Experience: Microsoft Office, Mozilla Firefox, Internet Explorer, Lotus Notes
- Team work, Organizational, Problem Solving, and Time Management skills

## Relevant Courses

- Juvenile Delinquency
- Race and Ethnic Relations
- Family Communications
- Social Organizations
- Human Behavior and the Social Environment
- Sociology of Aging

## Honors and Activities

- The Dean's Honor Roll
- National Dean's List
- Who's Who Among College Students
- Sociology Club, Vice President

## References

Available Upon Request