**[First name] [Last name]**

[phone]

[College email]

[name of college] [home street address] [city], [state] [zip code] Evanston, IL [zip code]

**EDUCATION**

Augustana College Rock Island, Illinois

Bachelor of Science in Psychology Expected May 2019

GPA: 3.5 / 4.0 (if over 3.0)

Honors: *Dean’s List, Augustana Leadership Award [If you receive academic honors, including Dean’s List, list them here.]*

Evanston Township High School Evanston, Illinois

Diploma May 2015

GPA 3.2 weighted (if over 3.0)

**EXPERIENCE**

Augustana College Admissions Office Rock Island, Illinois

*Work-study Position* Oct 2015 – present

* Perform administrative tasks
* Give campus tours to prospective students
* Answer questions about admissions process

City of Evanston Evanston, Illinois

*Summer Inclusion Aid* Summer 2016

* Provided one-to-one care for child with disabilities
* Supervised disabled children in program
* Taught independence skills

Bake 425 Evanston, Illinois

*Crew Member* June 2014 – Aug 2016

* Assembled, wrapped and bagged all-natural salads and pizzas
* Coordinated phone orders and provided customer service
* Trained new employees

Babysitting Evanston, Illinois

*Full-time Babysitter* Summer 2014

* Ensured safety and wellness for toddler and pre-school age children

Evanston School Children’s Clothing Association (ESCCA) Evanston, Illinois

*Volunteer* Feb 2013 – May 2015

* Assisted families with clothing selections
* Monitored entire process of distribution
* Restocked and tracked inventory

**ACTIVITIES & INTERESTS**

Activities: *Evanston Scholars, Augie International, Circle K – Service Chair, Emerge Leadership Program, Asian Student Organization, Alpha Phi Omega*

Interests: *Community Service, Travel, Dance*

**SKILLS**

*Bilingual in Spanish and English, Microsoft Office including Word, Excel, [list other computer skills]*