

Ima Volunteer
ima@umich.edu

Campus Address (until May 2001)
003 Fruit Loop, #2
Ann Arbor, MI 48104
(734) 123-4567

Permanent Address
30512 Peter Pan Lane
Be Haven, MI 48007
(231) 555-1234

Career Objective To use strong academic training and extensive experience in working with children in a youth services position.

Education **University of Michigan** May 2005
Bachelor of Arts in Social Science Ann, Arbor MI

- Overall GPA 3.3/4.0
- Worked part-time with full-time academics

Relevant Courses
Human Development Social Justice and children
Economics of Poverty Psychology of Adolescents
Intergroup Relations

Related Experience

St. Clare's Episcopal Church Fall 2000-present
Rite-13 Youth Group Leader Ann Arbor, MI
Presented lessons based on published curriculum for group of sixth and seventh grade Youth, Planned two trips for students. Participated in yearly evaluation and planning meeting.

Intergroup Relations Fall 2000-present
Class Project Ann Arbor, MI
Worked as a part of 5-member team exploring cross-cultural communication patterns. Conducted interviews with teachers, parents and children in local elementary schools. Used EXCEL to organize data into spreadsheets, graphs and charts from formal PowerPoint presentation.

Gordonwood Camp Summer 2000
Program Director Ortonville, MI
Supervised volunteer and paid staffing program planning and execution for camp Population ages 5-16. Created policies and implemented new practices as part of national accreditation process for camp. Facilitated workshops on various topics, including Group Dynamics, Conflict Resolution & Mediation, Child Development. Supervised creation and Additions to 12 program resource binders.

Teambuilding Specialist Summer 1999
Facilitated teambuilding programs for groups of 6-18 campers. Created resource binder for others to follow in the position. Managed use and care of equipment.

Other Experience **The Career Center** October 2000-present
Customer Service Representative Ann Arbor, MI
Coordinate employer presentations for on-campus recruiting. Assisted in daily management Reference-Letter Center. Participated in weekly staff meetings and committee assignments.

First Presbyterian Church January 1999-May 2000
Associate Secretary Ann Arbor, MI
Organized regular mailing and newsletter for various church groups. Served parish and community members by phone and in person. Assisted in transfer of church record between data base system.