

Uni Q. Format

(734) 555-1212
123 4th Street, Ann Arbor, MI 48104

unique@umich.edu

Education

Bachelor of Arts-*University of Michigan, Ann Arbor, MI* 4/2005
Major in Creative Writing and Literature
Minor in Lesbian, Gay, Bisexual, and Transgender Studies

Relevant Experience

Minority Peer Advisor-*University of Michigan Housing, Alice Lloyd* 8/2003-Present
Focused on the needs of students of color through personal/academic advising, conflict Mediation, and weekly office hours; Advised *M.Y.S.T.I.C* Multicultural Council; Regularly Counseled residence staff on responses to hate-crime and bias-incidents in the residence Hall; Developed monthly diversity/social justice programming for hall of 540 students

Designer / Facilitator-*University of Michigan, Program on Intergroup Relations* 9/2004-12/2004
(Psych 311) Dialogue Topic: Bi/Multiracial Identity 1/2004-4/2004

Co-designed (2 credit) intragroup dialogue course focused on Bi/Multiracial identities; Researched and collected information for coursepack; Prepared weekly activities, discussion topics, and journals to challenge participants level of social awareness; Attended weekly practicum sessions to further develop facilitation skills and social/ personal awareness

Administrative Intern- *Office of Michigan Housing, East Quad* 4/2002-4/2003
Assisted all office staff through personal/ academic advising and social programming; Mediated conflict such as roommate disputes and violations of Housing Contract; Maintained all bulletin boards with accurate, up-to-date, and useful information

Core-Member- *University of Michigan Student Assembly, LGBT Commission* 1/2001-4/2003
Co-developed LGBT programming and effective means of advocacy during weekly meetings; Collaborated with the Office of LGBT Affairs on the scheduling, advertising, and securing of speakers For numerous events; Led the coordination of Visibly Week events

Co-curricular Experience

Web-Intern – *Office of lesbian, Gay, bisexual & Transgender Affairs* 9/2004-Present

Representative – *Latino Task Force (LTF)* 12/2002-4/2003

Chair – *All US: An LGBT People of Color Collective* 8/2002-4/2003

Additional Skills

Languages

- English (Fluency)
- Spanish (Proficiency)

Computer Programs

Dreamweave
Excel, FrontPage, Word
PageMaker, Photoshops

Computer Systems

Macintosh OS
Windows 95-XP

Comp. Miscellaneous

E-mail
HTML