

RÉSUMÉ SAMPLE : HIGHER EDUCATION

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EDUCATION

The George Washington University

Graduate School of Education & Human Development
Master of Arts in Higher Education Administration - GPA 4.0

Washington, DC
Anticipated Graduation May 2011

University of Pittsburgh

Bachelor of Arts in English Literature summa cum laude - GPA 3.8
Women Studies Certificate Program
Concentration in Education

Pittsburgh, PA
May 2007

Imperial College

Study Abroad Experience

London, England
January to April 2006

WORK EXPERIENCE

THE GEORGE WASHINGTON UNIVERSITY

GW Housing Programs

Washington, DC
August 2009 to Present

House Mentor

Mentor over 500 third and fourth year undergraduate residents and implement a curriculum that stresses Professional Development, Life Skills and opportunities unique to GW
Organize and facilitate workshops, speaker series and discussions for residents that will help them prepare for post-collegiate experiences
Advise Resident Advisory Council of 10 residents who plan community building events and initiatives for residents
Mediate and arbitrate roommate conflicts
Respond to campus and community emergencies and perform crisis management within residence hall community

GW Career Center

August 2010 to Present

Career Ambassador/Graduate Intern

Meet with students to discuss professional opportunities including internships, work study and part-time, full-time employment, and volunteer work
Critique resumes, curriculum vitae, and cover letters for undergraduate students, graduate students, and alumni
Assist students with navigating the online including Vault job database, CareerSearch.net, Career Advisor Alumni Network, and MyPlan.com
Attend professional development workshops and conferences including the Mid-Atlantic Career Counseling Association meeting and Partnership for Public Service Federal Advisor Training

Conference and Summer Housing

March to August 2009

Lead Summer Associate

Trained and supervised undergraduate summer staff in shifts of 15 to 20 students
Contacted academic program and conference representatives to organize guest services
Maintained financial and administrative records for roughly 5,000 summer guests

Columbian College of Arts and Sciences

January to May 2009

Graduate Intern

Sent advising correspondence to students with regard to academic performance and progress toward graduation
Utilized Banner System to update student records and record academic information
Shadowed professional advisors during student and professional meetings

RÉSUMÉ SAMPLE : HIGHER EDUCATION CONT'D

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**Greater Harrisburg Association of REALTORS®
Harrisburg REALTORS® Institute**

Harrisburg, PA
September 2007 to August 2008

Director of Professional Development/Assistant School Director

Organized institute classes for over 2,500 students by contacting instructors, creating schedule, and registering students

Advised students on courses and designation degree requirements

Maintained and updated aspects of Association professional standards requirements for 1,700 REALTOR® members

George T. Harrell Library, Penn State College of Medicine

Hershey, PA
May 2004 to August 2008

Library Assistant

Assisted students and library patrons with locating materials needed for research

Organized books and patron files within library computer system

United Kingdom National Literacy Trust

London, UK
January to May 2006

Literacy Campaign Intern

Assisted 'Reading the Game' Literacy Campaign director with organizing, scheduling and maintaining campaign events

Performed website maintenance and updates

HONORS / AWARDS

Dean's List - Every semester during undergraduate and graduate coursework

Graduation Speaker, Department of English Literature, 2007

National Society of Collegiate Scholars Member

Gold Key National Honour Society Member

ACTIVITIES / ORGANIZATIONS

**THE GEORGE WASHINGTON UNIVERSITY
Higher Education Student Association (HESA)**

Washington, DC
April 2010 to Present

Vice President of Academic Affairs

Facilitate Meet the Leaders, which brings nationally renowned higher education scholar-practitioners to The George Washington University for a speaking event and student discussion

Organize and execute all academic and professional development activities

Serve as chief liaison between HESA and the Educational Symposium for Research and Innovation (ESRI), a student led academic conference

Columbian College of Arts and Sciences Graduation Committee

January to May 2009

Committee Member

Assisted with facilitation of Columbian College Graduation Ceremonies for roughly 2,000 students by distributing tickets and organizing line-ups and seating on the National Mall

GW Housing Academic Committee

August 2008 to May 2009
August 08 - May 09

Chair

Chaired committee of 10 undergraduate house staff members

Organized and facilitated educational opportunities for community of roughly 2,000 residents including career panel discussions, cultural events and informal student workshops

Women Administrator in Higher Education
ACPA College Student Educators International
ACPA Commission for Career Development
Higher Education Student Association

August 2009 to Present
August 2008 to Present
August 2008 to Present
August 2008 to Present