



# RÉSUMÉ **GUIDEBOOK**

THE GRADUATE SCHOOL OF EDUCATION & HUMAN DEVELOPMENT  
OFFICE OF CAREER SERVICES

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# RÉSUMÉ BASICS

*Résumés are personal marketing tools that provide an opportunity to highlight your relevant skills, knowledge and accomplishments to a potential employer.*

## COMMON RÉSUMÉ TYPES

### CHRONOLOGICAL

The chronological résumé is by far the most commonly used résumé type. It organizes work and educational history in reverse chronological order.

Use a Chronological Résumé if...

- You are in a more traditional field (e.g., education, counseling, human services, etc.).
- You are seeking a job in the same field in which you already have experience.
- You are trying to highlight your last place of employment or job title.
- You have no significant gaps in employment.

### FUNCTIONAL

The functional résumé rearranges employment history into sections that highlight your qualifications, skills and related achievements with little emphasis on employment dates.

Use a Functional Résumé if...

- You have diverse experiences that don't add up to a clear cut career path.
- You're a career changer.
- You want to minimize gaps in employment.
- You want to highlight your transferable skills.
- You want to de-emphasize your places of employment.

### QUICK FACT:

THE AVERAGE EMPLOYER SPENDS 15-20 SECONDS ON EACH RÉSUMÉ, SO ENSURE YOURS IS BRIEF, TARGETED, ERROR-FREE, AND EASY TO SKIM!

### CURRICULUM VITAE (CV):

In addition to the traditional sections typically found in a résumé, the CV includes comprehensive sections on teaching and/or research experience, publications, presentations, fellowship experience, on-campus involvement, languages, association memberships, and other relevant activities.

Use a CV if...

- You are seeking employment within the academic or research communities.
- You are seeking employment abroad.
- You are applying for a grant or fellowship
- You don't want to be tied to stricter résumé guidelines regarding the format and length of your document.
- You want to highlight a specific focus, research or academic interest.

■ When in doubt – Use a Chronological Résumé

# ANATOMY OF THE RÉSUMÉ

## DEVELOPING A WINNING RÉSUMÉ

### RÉSUMÉ CONTENT

The length of a résumé is one to two (full) pages. One should only use two pages if you need the additional page to showcase your range of relevant experience.

#### 1. CONTACT INFORMATION

- Name
- Mailing Address
- Telephone Number
- E-mail Address
- Online Portfolio, Website, or LinkedIn Profile URL (Do **NOT** list your Facebook URL)

#### 2. EDUCATION

*For current students or new graduates, this section should precede experience.*

- Identify your degree (MA, MEd, PhD, EdD, etc.), Major (Transition Special Education, etc.), name and location of each educational institution attended, and graduation date (projected is fine).
- You may include GPA (if 3.0 or better).
- Include study abroad, summer institutes, research, or specialized training and experiences in which you have participated. You want to show a prospective employer what makes you unique.

#### 3. EXPERIENCE

*Employers consider experience—paid or unpaid—an integral part of your **résumé**. Your experience section should highlight the skills you gained and your accomplishments/results on the job.*

- Within each section of experience, the experience/positions should be listed in reverse chronological order.
- Start each phrase with an action verb instead of a subject
- Do not use pronouns (I, me, etc.).
- List your responsibilities in order of each item's relative value to the potential employer.
- Include your job title, name of the employer, location of the employer and dates you worked.
- For each entry, write concise phrases that describe the position, focusing on the skills you developed or gained, and the results achieved.
- Focus on transferable skills and cite specific accomplishments on your job using quantitative or qualitative examples.
- List volunteer experiences, extracurricular activities and service jobs through which you have learned skills valuable to all employers.

# ANATOMY OF THE RÉSUMÉ

## DEVELOPING A WINNING RÉSUMÉ

### OTHER POSSIBLE SECTIONS

Your target audience will help you determine which other sections to include on a resume, but you may find it appropriate to include:

- Skills (SPSS, Computer Programs, Specialized Counseling or Teaching Techniques, etc.)
- Foreign Language (see ranking guide, page 5)
- Leadership
- Volunteer Activities
- Honors and Awards
- Publications
- Presentations
- Professional Affiliations
- Certifications or Licenses
- Travel/International Experience
- Qualifications or Summary Section (usually at the top and used by those with significant work experience)

## RÉSUMÉ POINTERS

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### DO

#### **Use Abbreviations Sparingly**

Spell out things such as your university, degree, and organizations of which you are a member.

#### **Use Clear and Professional Font Styles & Sizes**

Times New Roman, Arial, Garamond or Calibri size 10-14 work best.

#### **Consistent & Effective Formatting**

To emphasize sections and titles use capitals, spacing, underlining, bolding and white space effectively.

#### **Maintain Professionalism**

Be sure your listed email address and outgoing voicemail are appropriate for employers.

#### **Update**

Your résumé changes continuously. Every time you have a new experience, add it to your résumé and remove dated items as you gain additional experience. Many job seekers write a new résumé targeted toward each specific job for which they apply.

#### **Have Your Résumé Critiqued**

We also encourage you to gain feedback from other professionals in the field, faculty advisors, professional contacts, or a career counselor.

### DON'T

#### **Don't Include Personal Information**

Items such as marital status, age/date of birth, health and weight/height do not belong on your job search materials. You should not include a photograph.

#### **Don't Include Your Social Security Number...*unless specifically asked.***

Some government positions or other organizations' application forms may require a Social Security number.

#### **Don't Print "References Available Upon Request"**

This is assumed. Use the space on your résumé to describe your skills. If asked for references, prepare a list of three to five references on a separate sheet of paper.

#### **Don't Forget to Edit & Proofread**

Your résumé is the employer's first impression of you. Misspelled words, slang and bad grammar will likely eliminate you from an interview list.

# RÉSUMÉ BASICS

## TAILORING YOUR RÉSUMÉ

### CONNECTING EXPERIENCES, SKILLS, & ACCOMPLISHMENTS WITH JOB ANNOUNCEMENTS

Most people incorrectly believe that you can use the same résumé and cover letter for every new application. This assumption is absolutely false! In order to show an employer that you are truly a candidate that they want to meet, you will want to spend time tailoring your documents to each individual application that you submit. Below is an example of how to effectively connect what you have done with what employers are looking for.

#### POSITION ANNOUNCEMENT: CAREER ADVISOR UNIVERSITY CAREER CENTER

The Career Center is seeking a full-time Career Advisor to advise students in the School of Communication (SOC) on a wide range of career issues including self-assessment, decision-making, internships, and job development strategies. The SOC Career Advisor works with both graduate and undergraduate students and serves as one of two advisors for SOC students. In order to serve the diverse career interests of SOC students (e.g. journalism, film and media, public relations), the advisor must be familiar with a variety of career fields in the communication sector, collaborate with the Outreach and Marketing team on alumni and employer development, and remain up-to-date on employment trends. This position will have a special focus on journalism and media studies. Other school team responsibilities include: serving as Career Center contact for school; spearheading special initiatives and resource development for SOC students; coordinating targeted programming for SOC students (such as an annual Weekend Graduate Program); acting as a liaison to the Academic Advisors in SOC and developing relationships with faculty; designing new programs for students and marketing those programs effectively. This position may also advise freshman students in all schools and colleges supported by the Career Center, as time permits.

#### ■ USING KEY TERMS

The key terms in the announcement are used in the “experience” section of the sample résumé below. Words and phrases that are underlined directly relate to sections of the job posting.

The sample illustrates areas that have deliberately been connected to ensure that an employer reading the résumé can see the direct connection between previous experience and the job description.

### EXPERIENCE:

#### The George Washington University Elliott School of International Affairs

January 2009 to Present

##### *Graduate Career Advising Intern*

Washington, DC

- Provide one-on-one career advising to graduate students in diverse masters and doctoral programs
- Assist in planning employer events including: information sessions, receptions, and employer welcomes
- Conduct research on employment trends and crafted educational materials for use in the office
- Co-presented thirteen career programs ranging from small workshops to whole-school events
- Developed a mentoring program that paired graduate students with undergraduates in the school

#### Washingtonian Magazine

August 2003 to December 2008

##### *Assistant Editor and Features Writer*

Washington, DC

- Provided leadership to a team of six writers, copy editors, and marketing account managers
- Wrote feature stories on diverse issues including education, health care, entertainment, and food
- Served as the liaison with the printing house and developed relationships with vendors
- Oversaw special projects; including a yearly review of the area’s “top doctors”

# RÉSUMÉ BASICS

## TRANSFERABLE SKILLS / ACTION VERBS

When describing your experience use this formula:

= **Action verb** + **Who/What** this action pertains to + **How/Why** the action was performed

*Helpful hints:*

- Utilize a variety of verbs to keep the reader interested
- Describe accomplishments, not just job duties
- Remember to use the appropriate tense for past and present experiences
- Use key words directly from position description

COMMUNICATION/PEOPLE SKILLS		CREATIVE SKILLS		DATA/FINANCIAL SKILLS	
Accounted	Incorporated	Acted	Originated	Accounted	Estimated
Addressed	Influenced	Adapted	Performed	Administered	Filed
Advertised	Interacted	Began	Photographed	Adjusted	Financed
Advised	Interpreted	Combined	Planned	Allocated	Forecasted
Arbitrated	Interviewed	Composed	Revised	Analyzed	Logged
Articulated	Involved	Conceptualized	Revitalized	Appraised	Managed
Assisted	Joined	Condensed	Shaped	Articulated	Marketed
Authored	Judged	Created	Solved	Assessed	Measured
Clarified	Lectured	Customized		Audited	Netted
Coached	Listened	Designed		Authored	Planned
Collaborated	Marketed	Developed		Balanced	Prepared
Communicated	Mediated	Directed		Budgeted	Programmed
Composed	Moderate	Displayed		Calculated	Projected
Condensed	Negotiated	Drew		Chartered	Published
Conferred	Observed	Entertained		Classified	Qualified
Consulted	Outlined	Established		Compared	Reconciled
Contacted	Participated	Fashioned		Computed	Reduced
Conveyed	Persuaded	Formulated		Conserved	Researched
Convinced	Presented	Founded		Consolidated	Retrieved
Coordinated	Promoted	Illustrated		Corrected	Summarized
Corresponded	Proposed	Initiated		Determined	Tabulated
Counseled	Publicized	Instituted		Developed	Transmitted
Debated	Reconciled	Integrated		Entered	Typed
Defined	Recruited	Introduced			
Demonstrated	Referred	Invented			
Described	Reinforced	Modeled			
Developed	Reported				
Directed	Resolved				
Disciplined	Responded				

# RÉSUMÉ BASICS

## TRANSFERABLE SKILLS / ACTION VERBS CONT'D

HELPING SKILLS		MANAGEMENT/LEADERSHIP SKILLS		ORGANIZATIONAL SKILLS	
Adapted	Expedited	Administered	Incorporated	Approved	Ordered
Advocated	Facilitated	Analyzed	Increased	Arranged	Organized
Aided	Familiarized	Appointed	Initiated	Catalogued	Prepared
Answered	Furthered	Approved	Inspected	Categorized	Processed
Arranged	Guided	Assigned	Instituted	Charted	Provided
Assessed	Helped	Attained	Led	Classified	Purchased
Assisted	Insured	Authorized	Managed	Coded	Recorded
Cared for	Intervened	Chaired	Merged	Collected	Registered
Clarified	Motivated	Considered	Motivated	Corrected	Reserved
Coached	Prevented	Consolidated	Navigated	Corresponded	Responded
Collaborated	Provided	Contracted	Organized	Distributed	Reviewed
Contributed	Referred	Controlled	Originated	Executed	Routed
Cooperated	Rehabilitated	Converted	Overhauled	Filed	Scheduled
Counseled	Represented	Coordinated	Oversaw	Generated	Screened
Demonstrated	Resolved	Decided	Planned	Implemented	Set up
Diagnosed	Simplified	Delegated	Presided	Incorporated	Submitted
Educated	Supplied	Developed	Prioritized	Inspected	Supplied
Encouraged	Supported	Directed	Produced	Logged	Standardized
Ensured	Volunteered	Eliminated	Recommended	Maintained	Systematized
		Emphasized	Reorganized	Monitored	Updated
		Enforced	Replaced	Obtained	Validated
		Established	Restored	Operated	Verified
		Executed	Reviewed		
		Generated	Scheduled		
		Handled	Secured		
		Hired	Streamlined		
		Hired	Strengthened		
		Hosted	Supervised		
		Improved	Terminated		
RESEARCH SKILLS		TEACHING SKILLS		TECHNICAL SKILLS	
Analyzed	Identified	Adapted	Guided	Adapted	Maintained
Clarified	Inspected	Advised	Individualized	Applied	Operated
Collected	Interviewed	Clarified	Informed	Assembled	Overhauled
Compared	Invented	Coached	Instilled	Built	Printed
Conducted	Investigated	Communicated	Instructed	Calculated	Programmed
Critiqued	Located	Conducted	Motivated	Compared	Rectified
Detected	Measured	Coordinated	Persuaded	Conserved	Regulated
Determined	Organized	Critiqued	Simulated	Constructed	Remodeled
Diagnosed	Researched	Developed	Stimulated	Converted	Repaired
Evaluated	Reviewed	Enabled	Taught	Debugged	Replaced
Examined	Searched	Encouraged	Tested	Designed	Restored
Experimented	Solved	Evaluated	Trained	Determined	Solved
Explored	Summarized	Explained	Transmitted	Developed	Specialized
Extracted	Surveyed	Facilitated	Tutored	Engineered	Standardized
Formulated	Systematized	Focused		Fabricated	Studied
Gathered				Fortified	Upgraded
				Installed	Utilized



# RÉSUMÉ SAMPLE : MUSEUM EDUCATION

**Joe Smith**

2136 G Street NW, Washington, DC 20052 • 202.994.9283 • gsehdcareer@gwu.edu

## **EDUCATION**

**The George Washington University**, Washington, DC

**Master of Arts in Teaching**, Museum Education, GPA: 3.9

August 2010

**Bachelor of Arts in Anthropology, Minor in Art History**, GPA: 3.5 Cum Laude

May 2007

## **EXPERIENCE**

**Smithsonian American Art Museum**, Washington, DC

August 2010 - Present

Coordinator, Public Programs Volunteer Department

- Assist with public program events, such as engaging families in monthly family day activities and greeting visitors and distributing programs at lectures and films
- Facilitate hands-on cart activities in the galleries designed for visitors to explore the museum

Intern, Education and Videoconferencing Department

- Created and presented videoconference tours for school groups nationwide
- Developed training materials and facilitated a seminar for docent videoconference presenters

**The Phillips Collection**, Washington, DC

October 2009 - April 2010

Museum Assistant

- Served as museum representative to visitors by providing information on wayfinding, facilities, and other exhibition-related questions
- Monitored all persons and activities in the galleries, ensuring the enforcement of museum policies and procedures for the protection of the museum's priceless collections

**Truesdell Education Center**, Washington, DC

September-December 2009

Education Intern

- Observed and assisted teachers and students ranging from 5th to 8th grade, including language arts, social studies, history, and special education classes
- Created and implemented a three-part museum experience centered on a visit to the Newseum by public school children

**The George Washington University**, Washington, DC

May 2008 - June 2009

Executive Assistant, Department of Geography

- Supported the overall functioning of the academic department by budgeting, updating web and print material, ordering office supplies, scheduling classes, processing student applications, organizing and maintaining files
- Communicated regularly with faculty, staff, and students, providing a high level of customer service to all department constituents and prospective students

**Berlitz, Japan; NOVA Group**, Tokyo, Japan

August 2007- February 2008

Language Instructor

- Worked with Japanese adults of all skill levels to improve their English fluency
- Created and executed individualized learning programs for 8 to 10 adult learners each day

**Randall Scott Gallery**, Washington, DC

May 2006 - May 2007

Gallery Intern

- Performed administrative tasks, including updating mailing lists and client database, compiling and organizing information on artists, and creating exhibition labels and other print material
- Greeted and provided information to prospective customers during regular gallery hours and openings



# RÉSUMÉ SAMPLE : HUMAN RESOURCE DEVELOPMENT

## Joe Smith

2136 G Street NW • Washington, DC 20052 • 202-994-9283 • gshed@gwu.edu

### EDUCATION

**Master of Arts in Human Resource Development**  
The George Washington University, Washington, DC

August 2010 to Present

**Bachelor of Arts in Organizational Psychology**  
George Mason University, Fairfax, VA

May 2007

### PROFESSIONAL EXPERIENCE

**District of Columbia Primary Care Association, Washington, DC**  
*Human Resource Development and Communications Specialist*

September 2007 to Present

- Plan and coordinate annual meetings, summer receptions, and program meetings for 60 to 500 people
- Research event locations and negotiate hotel and beverage contracts
- Solicit corporate sponsorship for annual meetings, successfully raising between \$70,000 - \$101,000 per year from companies, including CareFirst BlueCross BlueShield and Kaiser Permanente
- Design signage, marketing materials, and newspaper ads for events and program promotion
- Manage the redesign of the Association's web site in conjunction with in-house marketing staff
- Develop marketing materials and launched web site for the DC Regional Health Information Organization
- Maintain internal communications including Salsa, the organization's events and supporter database
- Coordinate all aspects of membership relations, including new member registration, mailings, and benefits

#### *Special Events Assistant*

- Assisted in planning and execution of the association's 10th anniversary annual meeting for 500 people, including support for keynote speaker Dr. Maya Angelou
- Coordinated logistics with corporate and organizational sponsors and drafted sponsor acknowledgement letters
- Managed event registration and attendee database on a daily basis
- Researched and analyzed membership structures for primary care associations across the country in preparation for membership restructuring at the District of Columbia Primary Care Association

**The International Association of Chiefs of Police, Alexandria, VA**  
*Research Center Intern*

September to December 2006

- Researched issues, like taser gun regulation and usage.
- Wrote article on offender re-entry programs for Police Chief Magazine (organization's monthly magazine)
- Authored fact sheet on take-home cruiser program for distribution at annual conference

**Museum of Science, Boston, MA**  
*Summer Courses Enrichment Program Intern*

June 2006 to August 2006

- Taught science classes covering archaeology, chemistry, and physics topics to groups of 10 to 20 elementary and middle school students.
- Set up and conducted lab experiments without supervision.

**National Student Partnerships, Washington, DC**  
*Information Intake Assistant*

September 2004 to May 2005

- Facilitated job search process for unemployed clients by compiling their resumes, writing cover letters, searching for jobs, and sending out applications.
- Helped clients secure safe and stable housing.
- Located emergency food and clothing.

# RÉSUMÉ SAMPLE : TEACHING

## JANE SMITH

2136 G Street NW, Washington, DC 20052, gsehdcareer@gwu.edu, 202.994.9283

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### EDUCATION

The George Washington University, Washington, DC May 2015  
Master of Arts in Education and Human Development  
Field of Study: Curriculum and Instruction

Marymount University, Arlington, VA May 2007  
Bachelor of Arts in Elementary Education

### LICENSURE

Elementary Education Grades K-6, Commonwealth of Virginia July 2007

### TEACHING EXPERIENCE

Glebe Elementary School, Arlington, VA Jan. 2009 to Present  
*Teaching Intern, 1st Grade*

- Planned and implemented lessons, activities and accommodations for 25 students aged 5-6
- Partnered with parents on programming for their child
- Conducted Functional Behavior Analysis and designed and implemented behavioral intervention plans
- Developed standards-based curriculum for first grade mathematics using a differentiated instruction model

Chauncy Extended Day School, Arlington, VA Sept. 2008 to Jan. 2009  
*After School Science Teaching Intern, 3rd Grade*

- Planned and executed an interactive science unit in which students were taught the basics of force and motion and created questions to help them research how to build the fastest model car out of common supplies
- Collaborated with other science teachers to create a meaningful curriculum to complement in-school science instruction and to meet curriculum frameworks

Two Rivers Public Charter School, Washington, DC Jan. 2008 to May 2008  
*Assistant Teacher*

- Worked with a team of four teachers and three administrators to research learning standards for kindergartners that were later adopted by the school administration
- Compiled and presented data to school board for review and approval
- Led small groups specifically focused on learning to read and spell
- Worked one-on-one with student who were struggling

### MEMBERSHIPS

Association for Supervision and Curriculum Development 2009 to Present  
National Association for the Education of Young Children 2007 to Present  
National Education Association 2006 to Present

### LANGUAGES

Spanish - Professional Working Proficiency

# RÉSUMÉ SAMPLE : HIGHER EDUCATION

## Jane E. Smith

2136 G Street NW, Washington, DC 20052  
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202.994-9283

### EDUCATION

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#### **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

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#### **THE GEORGE WASHINGTON UNIVERSITY**

GW Housing Programs  
*House Mentor*

Washington, DC  
August 2009 to Present

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**

*Career Ambassador/Graduate Intern*

August 2010 to Present

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**

*Lead Summer Associate*

March to August 2009

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**

*Graduate Intern*

January to May 2009

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

**Jane E. Smith**

**Page 2**

**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**

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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**

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**THE GEORGE WASHINGTON UNIVERSITY**

Washington, DC  
April 2010 to Present

**Higher Education Student Association (HESA)**

*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

August 2009 to Present

ACPA College Student Educators International

August 2008 to Present

ACPA Commission for Career Development

August 2008 to Present

Higher Education Student Association

August 2008 to Present

# NOTES