Polly History

professional@stevenson.edu   (443) xxx-xxxx   http://linkedin.com/in/phistory

EDUCATION

Stevenson University, School of Humanities and Social Sciences   Stevenson, MD
Bachelor of Science, History   May 20xx
Professional Minor: Management and Organizational Leadership
GPA: 3.9/4.0
Honors: Leadership Scholars (August 20xx-Present), Leadership Scholarship (Fall 20xx)

SPECIAL COURSE PROJECT EXPERIENCE

Stevenson University, Research and Writing in History   Stevenson, MD
Research Project   Fall 20xx

- Utilized tools to interpret historical sources and create narratives based on research
- Presented the project with a group of 4 students to the class

RELEVANT EXPERIENCE

U.S. House of Representatives, Congressman George Washington   Washington, DC
Intern   May 20xx-August 20xx

- Responded to mail, phone calls and in-person inquiries for Sussex and Kent counties
- Directed U.S. Capitol tours for Maryland constituents
- Drafted media advisories, press releases, and social media posts to effectively communicate with the constituency
- Shadowed the congressman for a day and attended a house vote

LEADERSHIP EXPERIENCE

Stevenson University College Republicans   Stevenson, MD
President   August 20xx-Present

- Oversaw a student group of 100 peers in educating the student population about politics through speaker series and Getting Out the Vote events
- Conducted weekly meetings to ensure continuity of the organization and member participation

Mustang Activities and Programming Board (MAP)   Stevenson, MD
Events Coordinator   August 20xx-May 20xx

- Led a panel of 5 students in organizing and planning events for the student body
- Managed the allotted budget and coordinate with other groups on campus

ADDITIONAL EXPERIENCE

Home Grown   Baltimore, MD
Server   June 20xx-May 20xx

- Communicated with customers regarding orders and dining experience at a busy restaurant
- Trained 4 servers in delivering effective customer service and communicating with restaurant personnel

SKILLS

Computer: Adobe Photoshop, Final Cut Pro, Microsoft Office (PowerPoint, Excel, Word)
Social Media: Facebook, Twitter, LinkedIn, Tumblr
Language: French (Conversant)