

2023 - 2024 JBLA STUDENT LEADER POSITION DESCRIPTIONS AND SELECTION TIMELINE

JO BONNER LEADERSHIP ACADEMY

The Jo Bonner Leadership Academy will maximize the potential of ASMS students to do the exceptional and to lead with purpose. Through a combination of leadership development and experiential learning, the academy provides opportunities for students to participate in group workshops, team building exercises, skill trainings, breakout sessions, and personal reflection. Students will learn to achieve goals and address challenges through realizing their own leadership impact and working collaboratively on a team. Graduates of the academy will live with character, serve generously, and envision the future for themselves and the world around them.

Students who wish to apply for or run for any of the following positions must be accepted to and graduate from the Jo Bonner Leadership Academy.



STEM AMBASSADORS

Who are the ASMS STEM Ambassadors?

The two-fold goal of serving as an ambassador is to provide prospective students and their families the opportunity to explore ASMS through the eyes of a current student and serve as a link between prospective students, current students, administration, faculty, and staff. By sharing your time and experiences with others, you help promote the **true spirit** of ASMS. Additionally, as state, regional, and community leaders seek to increase STEM awareness among Alabama students and motivate them to embrace and excel in the many fields inclusive of STEM, you will play a vital part in this effort by **being a student voice** for STEM education.

The STEM Ambassador Program allows a select group of students to represent ASMS throughout the academic year both on-campus and in the community. Student ambassadors maintain a thorough knowledge of ASMS, give campus tours, greet and usher guests at events, build relationships with current and potential students, and participate in recruitment visits, among other duties. STEM Ambassadors gain valuable work experience by improving their leadership and communication skills and working with people from diverse backgrounds.

Requirements for Membership and Responsibilities:

- Excel academically and maintain a minimum GPA of 3.0
- Uphold a positive image of the school at all times (this includes social media).
- Attend all training sessions and meetings (if unable to attend ensure arrangements are made in advance to make up for non-attendance).
- Participate in both ASMS Days. *Nothing* is an excuse for missing this event.
- Complete a minimum of 5 STEM Ambassador activities per term and *document* these in the Ambassador binder located in the Admissions Office (ex. tours, elementary and middle school visits, community events, board meetings, prospective students' contact mailings, emails, etc.).
- Arrive on time for all scheduled tours, meetings, and volunteered special events (Registration Day, Graduation, Family Day, Community Events, DragonHack, etc.)
- Have the two STEM Ambassador uniforms on campus and ready to wear at all times
- Write timely thank you emails to prospective students after visiting campus.
- Work in cooperation with campus offices and departments for various events to promote ASMS.

PEER ADVISORS

Who are the ASMS Peer Advisors?

The Peer Advisors act as trained listeners and mediators for the student population. They also assist students in adjusting to the ASMS community by planning community building events. Finally, Peer Advisors serve as student leaders who assist the residence life staff in:

- Promoting a safe, clean and comfortable environment in the dorms
- Encouraging a sense of pride, belonging and hall spirit on their specific floors (Curie, DaVinci, Einstein, Newton)
- Planning and executing Spirit Week events as well as other events throughout the school year

Requirements for Membership:

- PAs must show excellent time management skills in balancing their academic and extracurricular activities
- PAs must have at least a 3.0 GPA and no intermediate or major infractions
- PAs must maintain a clear disciplinary record once offered their position.

General Responsibilities:

- Plan and help coordinate events with Hall Staff
- Manage and help supervise bathroom duties (This will count towards work service.)
- Maintain effective relationships with each other and students alike
- Promote and engage in positive endeavors
- Hold fellow Peer Advisors and students alike accountable for rules, policies and procedures of ASMS
- Maintain a POSITIVE attitude at all times with Faculty, Staff and fellow students
- Other assigned duties deemed important by Hall Staff, CLCs or the Director of Student Affairs

SGA OFFICERS

President

- Preside over all meetings of the Student Government Association
- Maintain discipline within SGA meetings with the Sergeant at Arms
- Appoint committees with the SGA Advisor(s) approval
- Act as Chair of the Executive Committee (EC)
- Work with the SGA Advisor(s) and ASMS President to coordinate the total SGA program for the betterment of ASMS.

Vice-President

- Serve as Chair of the Activities Committee (AC)
- Perform the duties of President during his or her absence
- Perform other duties as assigned by the SGA President

Secretary

- Take written minutes of all SGA meetings
- Keep written records of all SGA business
- Write any correspondence of the SGA
- Serve as Chair of the Student Academic Support Committee (SASC)
- Report regularly on activities of the SGA to the ASMS Assistant Director of Communications
- Maintain the SGA Portal

Treasurer

- Maintain a record of receipts and expenditures of the SGA
- Report on finances of the SGA at each meeting
- Oversee the ASMS SGA Clubs application and approval process
- Hold clubs and club leaders accountable to ensure they follow proper procedures
- Serve as Chair of the Campus Life Committee (CLC)

Parliamentarian

- Have a copy of Roberts Rule of Order at all meetings of the SGA for ready reference
- Be quite familiar with parliamentary procedure and be ready to interpret parliamentary questions at the SGA President's request
- Lead the Pledge of Allegiance and/or share a motivational thought at the beginning of each meeting
- Help plan and coordinate assembly speakers and announcements
- Steward assembly speakers by overseeing thank yous and gifts

Sergeant at Arms

- Attend all alarms at the door and seat late members and visitors attending the SGA meeting
- At the President's or Advisor's request, escort any uncooperative or disorderly student from the SGA meeting.
- Assist in maintaining order in all SGA meetings

OTHER STUDENT LEADERS

Please speak with the advisors for these positions for more information on their responsibilities throughout the school year.

- Junior Class VP
- Junior Class President
- Senior Class VP
- Senior Class President
- Yearbook Head Editor(s)
- Oculus Head Editor(s)
- Firewire Head Editor(s)

SELECTION TIMELINE

- **Informational Meeting:** Thursday, March 9, 2023 (12:00 PM and 4:00 PM, Media Room)
- **Applications Open:** Thursday March 16, 2023
- **Applications Close:** Thursday, March 30, 2023
- **Interviews Offered:** decision early / mid April
- **Interview Sign Ups:** mid / late April
- **Interviews:** Tuesday, May 2 to Thursday, May 4
- **Notification of Final Selection:** Friday, May 12

Important Dates: New

- **Retreat:** Saturday before School Starts in August 8:00 AM – 5:00 PM
- **Training 1:** Early August (usually a Tuesday) 4:00 PM – 6:00 PM
- **Training 2:** Early August (usually a Tuesday) 4:00 PM – 6:00 PM
- **Training 3:** Early August / September (usually a Tuesday) 4:00 PM – 6:00 PM
- **Occasional Meetings and/or Reflections during the school year**
- **Spring Meeting and/or Training:** TBA (early 2024, usually during Special Projects Week)
- **End of Year Celebration and Leadership Presentations:** May 2024

Important Dates: Returning

- **Retreat:** Saturday before School Starts in August 8:00 AM – 5:00 PM
- **Training 1:** Early August (usually a Tuesday) 4:00 PM – 6:00 PM
- **Training 2:** Early August (usually a Tuesday) 4:00 PM – 6:00 PM
- **Training 3:** Early August / September (usually a Tuesday) 4:00 PM – 6:00 PM
- **Occasional Meetings and/or Reflections during the school year**
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- **End of Year Celebration and Leadership Presentations:** May 2024

Cover Letter Template

Your Present Address
City, STATE, Zip Code

Consider using your resume header if trying to conserve space.

Date

Contact's Name

Contact's Position Title

Employer Name

Street Address

City, STATE, Zip Code

Maintain a separate document with all of your topical paragraphs. Copy from and paste into it to keep a useful record of your cover letters.

What you say, for example, about how you have managed a number of significant projects and deadlines as a leader in DUU can be applied to any opportunity where projects and deadlines are critical to being effective work.

Dear Mr./Mrs./Dr. Contact's Last Name (or Dear Hiring Manager):

Do your research to find the appropriate name. Do not use "To whom it may concern" or "Dear Sirs."

1st Paragraph (Introduction)

- Express enthusiasm and demonstrate that you are a serious candidate.
- Discuss what appeals to you about the work or program by going beyond the website to clients, projects, news, etc.
- If you were referred by a specific person in the company or have spoken to someone as part of research, mention that here.
- Outline the rest of the document (connect your most relevant skills/experiences, based on the job description and your previous research, to the actual position/organization).

2nd-4th Paragraphs (Body-Elaborate on specific experiences and skills reflecting your fit) Order these paragraphs according to importance and the outline provided in the previous paragraph.

- Tell a story about or describe your experience that illustrates several of the necessary qualifications for which the employer is asking (e.g., communication skills, technical expertise, analytical skills, etc.)
- Tell a story in each subsequent body paragraph showcasing a different aspect of yourself that is relevant to the position
- Make connections across points listed on your resume
- Explicitly state aspects of the role, team, and organization that you are applying to and emphasize your fit

Think of this as an interviewer asking you "Tell me about a time when you demonstrated X (a skill/qualification from the job description).

Final Paragraph (Conclusion & Next Steps)

- Thank the reader for their time and reiterate your enthusiasm about the role, team, and organization
- Restate your confidence in the fit between your background and role/expectations
- Detail your next action (e.g., "will follow-up with a call," "looking forward to interviewing on campus with you," etc.)
- Include any contact information not already on the page

Sincerely,

Your Typed Name

Enclosure: resume

If you scan your signature and save the .jpg file, you can insert it into digital files.

Resume or any other documents you include with your application.

Career Center

First-Year Cover Letter Example

Duke Student

321 Chapel Watch Dr.
Durham, NC 27701
dukestudent@duke.edu

March 28, 2018

VICE

49 South Second Street
Brooklyn, NY 11211

Dear Hiring Manager:

VICE is a fast-growing and immersive organization, and I am thrilled to see an opening at a company where I can creatively drive technology development. I am writing to express my interest in the Summer Intern position with the Growth Department at VICE Media. I am hopeful that my teamwork and communication skills, along with an analytical mindset, will prove to be a valuable asset.

I developed communication and programming skills as an App Developer Intern at the Museum of Discovery and Science. I collaborated with three other interns to plan, code, and execute a successful Android mobile application that immersed museum visitors in an interactive learning experience. During this app development, I gained experience across a diverse spectrum of business and product implementation –from user interface design to decision-making of advertising strategies. The app was implemented and we continued to make changes according to user feedback.

I have continued my personal growth by working as a research assistant at the Duke University Sociology Department, where I collect, organize, and analyze large amounts of data through Python programming. I check the data against confounding factors with a team of two students and the information is being used to understand the sociology of gender and sexuality in marginalized communities. These critical thinking and detail oriented skills will prove valuable as a VICE intern.

I hope to contribute to the growth and success of VICE through a variety of analytic and research tasks. In closing, I look forward to the opportunity to speak with you and discuss my qualifications as a Summer Intern at VICE. You can reach me at dukestudent@duke.edu or 555-555-5555 for any further questions regarding my application.

Sincerely,

Duke Student



QUICK TIPS

Student Leader Resume Guide

As a student leader you have gained many transferable skills that employers seek. One of the biggest mistakes students make is that they actually deemphasize their leadership experience and do a poor job of marketing what they have done on campus on their resumes. Many students unintentionally hide their leadership experience under other sections. Do not make this mistake! Follow the tips on this guide to highlight your skills and emphasize all that you have gained through your leadership roles on campus.

STEP 1: REFLECT ON YOUR EXPERIENCES

1 To begin the brainstorming process, write down a list of responsibilities and duties for each of your involvements. It may be helpful for you to refer to a copy of your position description. In addition to your responsibilities, consider the following:

- ⇒ What has been your major accomplishment in your student leader position? What are you most proud of?
- ⇒ What is your typical role at meetings or other organized events?
- ⇒ What programs or events have you planned and implemented during your time as a student leader?

Examples of Transferable Skills:

oral & written communication
teamwork • flexibility
critical thinking • discipline
interpersonal skills • dedication
creativity • self-motivation
accountability • detail-oriented
public speaking • leadership
organization • customer service
mentoring • time management

STEP 2: IDENTIFY TRANSFERABLE SKILLS

Use the information you collected in Step 1 to determine your transferable skills. Begin by listing the responsibilities, duties, and accomplishments you identified. Then determine the transferable skill(s) that you have gained as a result of your experience.

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Responsibility/Duty/Accomplishment	Transferable Skill(s)
E.g. Provided campus tours for prospective students and families.	Public Speaking, Customer Service, Interpersonal Skills
E.g. Coordinate with a team of 8 Resident Advisor staff members to plan and implement weekly residence hall programs.	Teamwork, Organization, Leadership

STEP 3: WRITE YOUR RESUME

You may not have the space to include everything on your resume. How do you decide what to include? Compare your transferable skills list from Step 2 with the list of requirements for the position you are applying for. On your resume, make sure you include the responsibilities and transferable skills that are most relevant to the position you are applying for. If you are applying for different types of positions you may find that you need to develop multiple resumes to address the requirements for each position. Rewrite your responsibilities, duties, and accomplishments using action-oriented verbs and incorporating your transferable skills. Quantify information and provide results when applicable.

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Examples:

- *Gained valuable public speaking and customer service skills by providing campus tours for groups of approximately 25 prospective students and families*
- *Utilized teamwork and organizational skills to coordinate with a team of 8 resident advisors to plan and implement weekly residence hall programs*

EXCEPTION TO THE VERB TENSE RULE: When describing your responsibilities and transferable skills from current positions, you should use the present tense. However, if the you are describing an accomplishment at a current position, it may be appropriate to use the past tense if the accomplishment is complete. For an example of this exception, refer to the Alpha Phi Omega Service Fraternity bulleted description on the Sample 1 Resume found on the back of this page.

STEP 4: THINK ABOUT FORMATTING

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The skills you have gained through your leadership roles are valuable for employers. Do not let this information get lost on your resume!

Keep in mind that the top third of your resume is your "sales" section. You should market your strongest and most relevant experiences here. Your resume should have the most important information towards the top. Order your categories accordingly.

There is not one right way to format a resume. Experiment with various layouts and section headings until you find one the format works for you.

* Adapted from University of South Carolina Career Center
Showcasing Your Leadership Experience

SCAN THE QR CODE FOR ADDITIONAL
CAREER SERVICES RESOURCES



CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level
Durham, North Carolina 27707 | (919) 530-6337 | nccucareerservices@ncu.edu

Samuel L. Eagle

100 Eagle Lane | Durham, NC 27707 | samuel.eagle@ncctu.edu | 555.123.4567

OBJECTIVE

Seeking a summer internship in the field of criminal justice

EDUCATION

North Carolina Central University Durham, NC
May 2016
Bachelor of Science in Criminal Justice
GPA: 3.13/4
Relevant Coursework: *Criminal Justice Court Processes, Ethics in Criminal Justice, Research Methods in Criminal Justice, Criminal Law for Criminal Justice Personnel*

LEADERSHIP EXPERIENCE

Student Government Durham, NC
October 2012 – present
Senator (2012-2013)/Board of Elections Chair
• Supervise a committee of 11 other student members and led committee meetings
• Organize and coordinated campus-wide elections of the student body president and other elected positions
• Preside at hearings related to election code violations
• Responsible for retention and recruitment of new assembly members
• Served as student representative on the Faculty Academic Affairs Sub-committee

Alpha Phi Omega Service Fraternity Durham, NC
August 2012 – present
Member (August 2012-May 2013)/ Membership Chair
• Collaborate with executive board members to plan and lead monthly community service projects
• Increased membership by 10% through implementation of new recruitment methods and utilization of social media
• Designed and implemented program to welcome new members and orient them to the values of the organization

North Carolina Central University Durham, NC
May 2013-July 2013
Orientation Leader
• Led orientation groups consisting of 10 new students and their families
• Oriented new students to campus in regards to academics, housing, dining, recreation, health, and safety
• Developed and facilitated ice breaker and team building activities to foster community among new students

ADDITIONAL EXPERIENCE

Best Burgers Durham, NC
March 2013-present
Server
• Provide excellent customer service for high traffic location near a shopping center
• Train new servers on preparation procedures, restocking inventory, and using the cash register
• Recognized as Employee of the Month (October 2013, June 2014)

ACTIVITIES

Habitat for Humanity
Club Basketball Team
Dance Marathon Fundraiser
January 2014 – present
October 2012 – May 2014
March 2013, March 2014

SKILLS

Language: Conversational in Spanish
Computer: Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop

Alexis S. Leader

201 Central Drive | Durham, NC 27707 | Alexis.Leader@ncctu.edu | 555.555.1234

OBJECTIVE

Seeking a full-time career in financial management

EDUCATION

North Carolina Central University Durham, NC
May 2015
Bachelor of Business Administration, Concentration: Finance
Honors: Dean's List (Fall 2011-current), Graham Scholarship Recipient (2013–2014) GPA: 3.42

RELATED EXPERIENCE

Collier-Phillips Investments Raleigh, NC
May 2014–August 2014
Intern, Financial Services Division
• Conducted extensive research and detailed evaluations for potential corporate sponsorships of various non-profit groups
• Assisted with the buy and sell decisions for a portfolio worth over \$200,000
• Developed and presented buy, hold, and sell recommendations to fund managers and investment team comprised of over 100 members

City Financial Management Company

Research Analyst Intern Durham, NC
May 2013–July 2013
• Collaborated with senior management partner for buy/sell decisions and monitored existing accounts
• Exported financial data from Bloomberg and organized information for investment team and manager use
• Compiled daily status report of market trends for team member reference

LEADERSHIP EXPERIENCE

North Carolina Central University Eagle Hall Durham, NC
August 2014–present
Residence Hall Advisor
• Organize social and educational programs for hall of 36 residents
• Ensure safety of residents and enforce residence hall and university policies
• Achieved 100% participation in hall-sponsored community service project

All Star Mentor Program

Founder and Coordinator Durham, NC
March 2012–present
• Designed and implemented program to provide mentoring to inner-city youth in the Durham area
• Gained valuable organization skills by planning bi-monthly events for youth and mentors in the program
• Increased membership from 4 to 36 members by promoting program on-campus and through social media

Student Dance Troupe

Member (August 2011–May 2012), Treasurer Durham, NC
August 2011–present
• Maintain all financial records and collaborate with other executive board members to assist with financial support for club sponsored events and competitions
• Organized fundraising project that raised more than \$1,500 by coordinating with local organizations and on-campus partners

COMPUTER SKILLS

FactSet, Microsoft Office (Word, Excel, PowerPoint, Access, Publisher), Adobe Photoshop

Student Leader Resume Sample 1

Student Leader Resume Sample 2

KEITH BROWN

kbrown@college.edu • (334) 123-4567 • www.linkedin.com/in/keithbrown

EDUCATION

The University of College at City Bachelor of Business Administration, Honors College May 2025

LEADERSHIP EXPERIENCE AND ACTIVITIES

Business Honors Diversity, Equity, and Inclusion Committee - Active Member (Fall 2021 - Present) Fall 2021 - Present

- Communicating and demonstrating practices on campus to implement diversity, equity, and inclusion throughout the school
- Spearheading events on campus such as a cultural potluck which allows students to enjoy each other's cultures

Business Honors Steering Committee - Active Member (Fall 2021 - Present) Fall 2021 - Present

- Collaborating with peers in the committee to oversee about 20 honors classes ensuring that they all operated smoothly
- Working with faculty and staff to suggest improvements for classes that benefits both the student and professor

Honors Business Association - Active Member (Fall 2021 - Present) Fall 2021 - Present

- Networking with business professionals from various companies including Walmart and Amazon weekly
- Attending weekly meetings to discuss and implement ways to promote business awareness throughout the student body

Black Student Union - President (Fall 2020 - Spring 2021) Fall 2018 - Spring 2021

- Facilitated school community discourse centered on contemporary issues facing the Black community
- Tutored over 10 students diagnosed with sickle cell anemia for free daily
- Hosted town halls and retreats on campus for students to learn and convene and about the Black community
- Organized a summer retreat with over five guest speakers and social events for union members to participate in

Class Officer/Representative - Treasurer Fall 2019 - Spring 2021

- Managed the class's budget of over \$5,000 for the entire year
- Allocated funds for various events by completing requisition forms and sending them through the finance department

Student Judiciary Committee - Committee Chair (Fall 2020 - Spring 2021) Fall 2019 - Spring 2021

- Enforced school policies and rules throughout the student body by encouraging a safe and responsible environment
- Coordinated student hearings discussing with students a sanction in response to their violation to the school's handbook
- Educated the student body on the importance of ethics and honesty to uphold a responsible community through the school

Peer Advisor - Active Member Spring 2019 - Spring 2021

- Ensured our residence halls remained clean and in order by assigning bathroom duty daily
- Hosted over 25 events and competitions on campus against each hall to incorporate fun throughout the student body
- Acted as a liaison between the students and residential advisors

ACAP (Accounting Career Awareness Program) - Student/Mentee; Virtual July 2020

- Attended virtual zoom sessions learning about the lives of Black accountants on a daily basis
- Spoke with current Black accountants and college students to collect advice and tips on how to pursue our dreams
- Networked and shadowed numerous Black accountants from over 25 firms such as Amazon and Microsoft

HONORS

- School of Business Honors Scholarship Fall 2021 - Present
- Advanced High School Diploma May 2021

ADDITIONAL INFORMATION

Interests: Business, Accounting, Volleyball, Finance, Consulting

Computer Skills: Excel, MS Word, PowerPoint, Outlook

Work Eligibility: Eligible to work in the U.S. with no restrictions

Kayla J. Frakes

(251) 123-4567 • kayla.frakes@college.edu • [Connect with me on LinkedIn!](#)

Education

Quality University, Florence, AL

Candidate for Bachelor of Science in Urban Studies and Public Policy

4.0 Cumulative GPA | Expected Graduation: May 2023

Honors and Awards

- 2021 White House HBCU Competitiveness Scholar **2021- Present**
- Thompson/Cook Honors Program **2021-Present**
- Dean's List Scholar **2019-Present**
- HBCU National IPDA Debate Tournament fifth Place Overall Winner **2020**

Professional History

Upper University School of Law Civil Rights and Restorative Justice Intern **2021**

- Investigated three cold case homicides during the Civil Rights and Jim Crow Era
- Wrote case and transition memorandums centered around transitional and restorative justice
- Presented research findings and recommendations during grand rounds

Quality University's Foundation to L.E.A.D Program **2021**

- Learned the skill of writing case briefs, wrote five case briefs
- Networked with law and legal professionals daily
- Developed LSAT study methods and skills for the exam

College State World School Debate Team Assistant Coach **2020**

- Helped manage weekly practices for the team
- Worked closely with Louisiana high school students to improve their debate skills
- Judged tournaments with national and international teams

Prichard Housing Authority Paid Summer Intern **2019**

- Gained valuable professional experience through extensive industry training
- Organized residential files and talked with residents daily
- Performed on site home inspections
- Developed an understanding of public housing and federal housing agencies

Leadership Experience

- Sophomore Class Student Government Association Representative **2020-2021**
- Residential Life Residential Assistant **2020-2021**
- Student Government Association Elections Commissioner **2020-2021**
- Freshman Class Student Government Association President **2019-2020**

Organization Involvement

- Quality University Debate Team- **Captain** **2019-Present**
- Quality University's NAACP Chapter **2019-Present**
- Quality University's Honda Campus All Star Challenge Team **Member** **2019-2021**
- Quality University PODUS (Presidential Ambassadors)- **Member** **2019-2020**

References available upon request.

MADISON CHAMBERS

EDUCATION	<i>Auburn University Auburn, AL. Expected Graduation: May 2019</i> Major: Global Studies Minor: Hunger Studies GPA:3.5 <i>W.P. Davidson High School Mobile, AL Graduated: May 2015</i>
HONORS	<i>The National Society for Leadership and Success Auburn University Aug. 2016 – present</i> <ul style="list-style-type: none">- National academic and leadership excellence society
LEADERSHIP AND INVOLVEMENT	<i>International Missions Chair Auburn Wesley Foundation Aug. 2016 – present</i> <ul style="list-style-type: none">- Plan and lead a 13-member mission team traveling to Tanzania in May 2017- Coordinated with international missionaries to develop trip itinerary- Lead bi-weekly meetings to prepare team for abroad experience- Organized and executed multiple fundraising efforts <i>Summit Squared Conference Speaker Food and Waste Summit, UFWH Summit March, 2017</i> <ul style="list-style-type: none">- Presented findings from campus survey on student food insecurity with research group <i>Volunteer Loachapoka Food Pantry Aug 2016 –present</i> <ul style="list-style-type: none">- Create personal connections with shoppers and their children <i>Kitchen Volunteer Auburn Wesley Foundation Dec. 2015 – present</i> <ul style="list-style-type: none">- Cook and serve weekly meal for over a hundred college students- Clean kitchen after the dinner <i>Volunteer Alabama Rural Ministries Aug 2015 – present</i> <ul style="list-style-type: none">- Coordinate with a non-profit to reduce substandard housing in local community <i>Team Leader Mission Trip to Chemáx, Mexico May of 2016</i> <ul style="list-style-type: none">- Helped construct income units, designed as a one bedroom stay for tourists wanting to get a “beaten path” view of Mexico.- Produced vacation bible school curriculum for local children that included skits, songs, games, crafts, and recreation in Spanish.
SERVICE	<i>Youth Caravan Auburn Wesley Foundation Summer of 2016</i> <ul style="list-style-type: none">- Worked with five-person team responsible for creating, planning, and executing a five-day curriculum for youth ministries at 11 churches throughout the Southeast- Daily activities included: games, worship, small group discussion and outside activities <i>Tanzania MedReach Inc Summer of 2014</i> <ul style="list-style-type: none">- Three-week medical mission trip to rural areas of Tanzania- Helped formulate and carry out a vacation bible school curriculum for 200 school children <i>Coast Rica Christ United Methodist Church Summer of 2013 and 2015</i> <ul style="list-style-type: none">- Two, eight-day mission trips to San Isidro and neighboring towns- Aided in the construction of a multi-purpose building for a local church- Assisted with the production of two vacation bible school curriculums
WORK EXPERIENCE	<i>Study Partners Ralph Brown Draughon Library Aug 2015 – present</i> <ul style="list-style-type: none">- Secretary <i>Secret Shopper Ralph Brown Draughon Library Aug 2015 – present</i> <ul style="list-style-type: none">- Undercover tutor, evaluated tutor’s performance and submitted write-ups <i>Smilz n’ Stylz Mobile, AL Aug 2014 – May 2015</i> <ul style="list-style-type: none">- Birthday party assistant <i>Chick fil a Mobile, AL Aug 2013 – May 2014</i> <ul style="list-style-type: none">- Cashier