

## **SANDRA DONA**

20 Main Street Worcester, MA, 01602 508-000-1111 sand.dona@gmail.com

### **EDUCATION**

#### **University of Massachusetts Amherst**

- Bachelor of Arts, Commonwealth Honors College, May 2019
- Major: History; Certificate in International Relations; GPA: 3.2

**COMPUTER SKILLS:** Microsoft Word, Excel, PowerPoint, Outlook, Publisher; Adobe Photoshop, Illustrator

### **EXPERIENCE**

Office of Congressman James P. McGovern, Worcester, MA

#### **Constituent Services Intern, 2018 - present**

- Assist with research for constituent services
- Answer incoming office inquiries and deal directly with constituent issues
- Represented Congressman's office at Africa Business Conference, Worcester Polytechnic Institute

Ceder & Chandler, Attorneys at Law, Worcester, MA

#### **Office Assistant, 2017 - 2018**

- Managed front office for small law firm
- Received guests, answered phones, tracked paperwork
- Delivered documents to District and Federal courts, City Hall, and area law firms
- Undertook independent project of complete reorganization of Closed File Storage, encompassing nearly 40,000 files, and cataloging of over 50 years of cases
- Trained and created assignments for new office interns

Morgan Construction Company, Worcester, MA

#### **Office Assistant, 2017**

- Assisted with transition to new business management software system, SAP, requiring quick development of understanding of program functions, processed customer orders
- Completed several extensive projects to find and correct errors that occurred during transition
- Performed office work in sales, logistics, and shipping departments

Worcester Art Museum, Worcester, MA

#### **Education Intern, 2016**

- Assisted Student Registration Coordinator, contacted members, and coordinated upcoming class sessions
- Interfaced with public and conducted general office tasks
- Utilized Student Manager software to keep track of participants
- Developed curriculum for youth art classes; taught and managed sessions of 20 students each

College Question & Answer Panel, Worcester, MA

#### **Program Organizer, 2014**

- Planned and participated in series of panel discussions of college students for high-school seniors about college decision process and experiences adjusting to college life
- Coordinated collection of student feedback for use in planning future programs

## Art Smart

123 University Drive, Amherst, MA 01002 413-545-1234 art@gmail.com

### EDUCATION

#### University of Massachusetts Amherst

Bachelor of Fine Arts, Studio Art, May 2019

GPA: 3.35

**Language Skills:** Conversational Spanish

**Computer Skills:** MS Office - Word, Excel, Access, PowerPoint; Adobe Photoshop, InDesign

### EXPERIENCE

Channel Craft Studios, Boston, MA, 2018 - present

#### Graphics Design Intern

- Design posters, static and digital displays, fliers, websites and directional signage
- Collaborated with seven-person creative design team

Seris Gallery, Cambridge, MA, 2018 - present

#### Gallery Intern

- Prepare gallery for exhibition and opening reception
- Install and remove artwork, conduct artist interviews, and create artist books, wall labels, e-cards, postcards, posters, and social media posts
- Oversee gallery operations, greet visitors, protect artwork, and conduct sales

Creativity Central Ceramic Studio, Sandpoint, ID, summer 2017

#### Studio Sales Associate

- Provided exceptional customer service, answered all questions and helped visitors find gifts
- Handled money accurately, credit and debit card transactions and validated checks

Eastside Heritage Museum, New Haven, CT, summer 2016

#### Historic House Tour Guide

- Led groups of up to 50 visitors through 18<sup>th</sup> century whaling captain's house
- Staffed museum shop; ran cash register and stocked inventory

Starbucks, Northampton, MA, 2014 - 2015

#### Counter Staff

- Managed all sales transactions during eight-hour shift including busy morning rush hour
- Trained five new staff in customer service, cash register and espresso machine operation

### LEADERSHIP

**Co-Captain**, Varsity Tennis Team, University of Massachusetts Amherst, 2016 - present

- Designed team-building activities
- Coordinated logistics such as lodging, meals, and transportation for 10 away matches
- Raised \$1000 through planning and coordinating tournaments and clinics throughout year

## Leg Aide

123 University Drive, Amherst, MA 01002 413-555-1234 student@gmail.com

### EDUCATION

#### University of Massachusetts Amherst

Bachelor of Arts, Major: Afro-American Studies, May 2019

GPA: 3.45

**Relevant Courses:** American Politics; Urban Government and Politics; Public Administration; Race, Culture and American Politics; Congress and the Legislative Process

**Language Skills:** Conversational Spanish

**Computer Skills:** MS Office - Word, Excel, Access, PowerPoint; Photoshop

### RELEVANT EXPERIENCE

#### Research Assistant

Environmental Protection Agency, Washington, DC, May - August 2018

Assisted staff of Assistant Administrator for Environmental Information with research and correspondence related to clean water public information campaign

Wrote summaries of hearings used by Deputy Administrator preparing for media briefings

Conducted email survey of 250 municipal wastewater treatment plants in New England region

Responded to schoolchildren's questions about drinking water safety

#### Judicial Affairs Assistant

Dean of Students Office, University of Massachusetts Amherst, September 2017- May 2018

Reviewed resident life cases for accuracy and evidence

Scheduled and arranged hearing boards

Processed confidential judicial files

#### Seminar Participant, The Political Economy of Class and Race

University of Massachusetts Amherst, February - May 2017

Examined federal housing policy with special emphasis on Congress

Analyzed case studies of other policy areas such as employment, education, and judicial system

Collaborated with two other students to lead discussion of legislation on educational funding

Researched and wrote 15-page paper on recent racial judicial decisions

#### Administrative Assistant

University Controller's Office, University of Massachusetts Amherst, September 2016 - May 2017

Processed individual and company accounts

Created spreadsheets and databases

Handled questions and requests at reception desk

### ADDITIONAL BACKGROUND

**Captain**, Soccer Team, University of Massachusetts Amherst, September 2018 - Present

Serve as liaison between 12 team members and coach

Direct team-building activities in and out of practice including spring training trip to Atlanta

Coordinate logistics such as lodging, meals, and transportation for 10 away matches

Raised \$1000 through planning and coordinating tournaments and clinics throughout year

**Counter Staff**, Dunkin' Donuts, Northampton, MA, summers 2016 - 2018

Managed all sales transactions during 8-hour shift including busy morning rush hour

Trained five new staff in customer service techniques, cash register and espresso machine operation

# Matt Bloom

mablm7@gmail.com, 413-899-3333, www.linkedin/mattbloom

## EDUCATION

**University of Massachusetts Amherst**, Bachelor of Arts, December 2019

English Major, GPA: 3.3

**Professional Writing and Technical Communication Specialization**

**University of South Carolina**, Columbia, SC, 2015-2016

Moore School of Business, Advertising Major

LANGUAGE SKILLS: Intermediate Spanish

COMPUTER SKILLS: Microsoft Office - Word, Excel, PowerPoint, Publisher

## LEGAL EXPERIENCE

Law Office of Robert G. LaFlamme, Northampton, MA

**Paralegal Intern**, September - December 2018

- Wrote and edited legal memos and motions
- Performed legal research and utilized all available online resources
- Worked autonomously and competently and demonstrated problem solving skills
- Handled many demands and completed tasks quickly and proficiently

## OTHER BACKGROUND

River Valley Market, Northampton, MA

**Wine and Cheese Department and Prepared Foods Team Member**, April 2017 - present

- Collaborated with team members in high-demand customer service atmosphere
- Serve as go-to person for problem solving strategies
- Work with diverse group of customers while handling multiple demands
- Learned about natural foods and co-op principles

Rafters Sports Bar & Restaurant, Amherst, MA

**Server/Host**, April 2016 - November 2017

- Balanced multiple demands while keeping high energy and remaining calm
- Provided efficient and quality service in high demand environment
- Managed large cash flows of \$5,000 to \$8,000/day

Smokin' Lil's Barbeque, Northampton, MA

**Bartender/Server/Host**, June - November 2016

- Marketed current specials and featured dishes to up-sell
- Handled competing priorities in a busy environment
- Utilized public relation skills in working with general public
- Maintained high energy while efficiently balancing many demands

# Steve Student

92 Fountain Drive, Chicopee, MA 01020, 413-595-5959, steves@gmail.com

## EDUCATION

**University of Massachusetts Amherst**, May 2019

Bachelor of Music, Music Education, GPA 3.7

**Cambridge University**, England, 2017

Advanced courses in music theory and composition

**Relevant Courses:** Instrumental Technique courses in Trombone, Trumpet, Violin, Cello, Percussion, Saxophone, Clarinet; Computers in Music Education, Choral Music in the Public School

**Computer skills:** MS Office, Cubase, Musicshop

**Language Skills:** Fluent French, basic German

## TEACHING EXPERIENCE

### Student Teacher

Longmeadow High School, Longmeadow, MA, 2018 – present

- Create lesson plans and taught three sections of music appreciation class
- Implement classroom management successfully
- Tutor students individually during after-school program

### Private Music Teacher

Amherst, MA, 2017 – present

- Instruct students ages 9–16 on fundamentals of trombone
- Teach group lessons of up to six students
- Market services online and in print

### After School Program Coordinator

Amherst Regional Middle School, Amherst, MA, 2016 – 2017

- Worked with interdisciplinary team to develop after-school program for “at risk” students
- Facilitated and supervised recreational activities
- Mentored individual students

## ENSEMBLE EXPERIENCE

### Orchestral

- University of Massachusetts University Orchestra Trombone Section Leader
- Guest appearances at all Five College Consortium orchestras
- Amherst College Orchestra fully funded tour to Los Angeles, CA
- Pioneer Valley Symphony Orchestra, soloist

### Brass Quintet

- University of Massachusetts Brass Quintet
- All Nation Brass Quintet
- New England Conservatory Youth Brass Quintet

### Marching Band

- University of Massachusetts Minuteman Marching Band
- Boston Metropolitan District Commission All-Stars

# Megan Griffin

10 Park St., Easthampton, MA 01027 | 413-387-5555 | megriffi134@gmail.com

## EDUCATION

University of Massachusetts Amherst, May 2019  
Bachelor of Arts, Major: Women, Gender, and Sexuality Studies, GPA 3.7  
Commonwealth Honors College

**Language Skills:** proficient in Spanish – spoken and written

**Certifications:** Adult First Aid/CPR/AED, 2019

**Computer Skills:** Mac and PC; Microsoft Word, Excel, PowerPoint, Publisher; Adobe Photoshop

## HEALTH-RELATED EXPERIENCE

**Life Education Center**, Tamil Nadu, India, summer 2018

Teacher

- Taught English and computer skills to young women in groups of 15 students
- Designed and instructed math course
- Participated in weekly discussion groups to discuss empowerment issues facing women

**Department of Public Health**, University of Massachusetts Amherst, 2017 - 2018

Administrative Assistant

- Assisted secretary, greeted and assisted students, and handled general administrative duties, such as mailing, photocopying, and filing
- Organized and distributed safe sex information packets for college students

**Health Services, University of Massachusetts** Amherst, 2017 - 2018

Peer Health Educator

- Co-facilitated workshops to educate college students about various health issues including sexual health, alcohol, drugs, and eating disorders
- Distributed condoms and information about health issues

**Nuestros Pequeños Hermanos Orphanage**, Tegucigalpa, Honduras, summer 2017

Language Volunteer

- Helped teach English language lessons for children ages 5-9 in groups of 10
- Utilized Spanish language while contributing to daily tasks such as farming and cooking

**Amherst Survival Center**, Amherst MA, 2016 - 2017

Food Volunteer

- Cooked food, stocked pantry and served meals to community
- Collected data to improve center services

**Health Services, University of Massachusetts** Amherst, 2016 - 2017

HIV Hotline Receptionist

- Handled highly confidential medical information, answered telephones, coordinated appointments
- Coordinated, assembled and restocked safe sex materials for college students

## ADDITIONAL EXPERIENCE

Treydon's Restaurant, Easthampton, MA, 2016 - present

**Waitress**

Sea Stripe Eatery, Wellfleet, MA, summers 2015 - 2016

**Waitress**