

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 2020
- 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, 2019 - 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, 2018 - 2019

- 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, 2018

- 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, 2017

- 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, 2016

- 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 2020

GPA: 3.35

Language Skills: Conversational Spanish

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

EXPERIENCE

Channel Craft Studios, Boston, MA, 2019 - 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, 2019 - 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 2018

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 2017

Historic House Tour Guide

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

Starbucks, Northampton, MA, 2015 - 2016

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, 2018 - 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 2020

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 2019

- 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 2018- May 2019

- 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 2018

- 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 2017 - May 2018

- 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 2019 - 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', Northampton, MA, summers 2017 - 2020

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, 2016-2017

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 2019

- 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 2018 - 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 2017 - November 2018

- 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 2017

- Marketed current specials and featured dishes to up-sell
- Handled competing priorities in 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 2020

Bachelor of Music, Music Education, GPA 3.7

Cambridge University, England, 2018

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, 2019 – 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, 2018 – 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, 2017 – 2018

- 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 | meggriff134@gmail.com

EDUCATION

University of Massachusetts Amherst, May 2020
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, 2020

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

HEALTH-RELATED EXPERIENCE

Life Education Center, Tamil Nadu, India, summer 2019

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, 2018 - 2019

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, 2018 - 2019

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 2018

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, 2017 - 2018

Food Volunteer

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

Health Services, University of Massachusetts Amherst, 2017 - 2018

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, 2017 - present

Waitress

Sea Stripe Eatery, Wellfleet, MA, summers 2016 - 2017

Waitress