



RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891

Career Development Center ~ West Hall ~ 947-8116 ~ www.randolphcollege.edu/cdc

RESUME GUIDELINES

Resumes have a two-fold purpose. Your resume must be designed so that you will be called for an interview and must be written so that the reader is provided with an overview of your qualifications. The person screening resumes decides within **20 seconds** if you meet the qualifications and will be given further consideration. You must convey to the reader that you have the qualifications and unique talents that will make you a valuable employee.

Some general rules apply to resume writing.

- **Tailor your resume to a particular position or field.** Understand the position for which you are applying. Develop a master copy of your resume and create different versions of your resume appropriate for the positions to which you are applying.
- **Use white, off-white, cream or light grey, quality, heavy bond paper and a laser printer so that the print is clear and dark.**
- **Aim for a resume with one, but not more than two pages.** A new graduate should have a one-page resume. Be direct and to the point in your descriptions of past job accomplishments.
- **Personal information does not belong on a resume.** Employers do not want to know one's age, marital status, health, religion or race due to legal ramifications.
- **Do not supply names of references on the resume.** Provide a separate reference page. See examples.
- **Make sure that all dates and information are correct and 100% truthful.**
- **Have several people (instructors, career center staff) PROOFREAD and critique the resume.** NEVER allow a resume to go out with a mistake.
- **Do not fax a resume unless the recruiter/employer has requested that it be faxed.** An original resume and cover letter should be put in the mail the same day the fax is sent.
- **Be concise in your wording.** Use the minimum number of words possible. Eliminate nonessential phrases like "responsibilities included..."
- **Major categories that present your strongest selling points should appear first.** Information should be included in descending order of importance.
- **Include only information relevant to your obtaining an interview for a particular position or field.** If in doubt about whether to include something on your resume, ask yourself, "Does it enhance my candidacy for the position?" and "Does it support my goal?" You should have a reason for including each item on your resume.
- **Aim for overall visual balance on the page.** This helps create a positive first impression for the reader. Make your resume easy on the reader's eye.

Resume Types

Chronological Style – Lists your background in chronological time sequence, starting with the most recent experience first and working backwards. This is the most common format, common for students and recent college graduates, and one that is preferred by employers.

Functional Style – Lists the functions performed, by category. The pure functional resume eliminates all reference to names of companies and dates.

Turn Responsibilities into Accomplishments

Ask yourself the following questions: “Who did the work?” “What was the subject matter?” “What was the purpose of the work?” “How did you do this work?” “Did you have to work within a certain timeframe?” “Can you quantify your work?” “What happened to your work after you completed it?” “Did your work have an impact on the organization overall?” In this way you can expand your descriptions and turn your responsibilities into accomplishment statements.

Action Verbs

Accomplishments

achieved	completed	resolved (problems)	succeeded	won
expanded	improved	restored	surpassed	
pioneered	reduced (losses)	spearheaded	transformed	

Administration and Management Skills

advised	enforced	instituted	negotiated	reorganized
approved	ensured	integrated	originated	represented
authorized	examined	launched	oversaw	responded
chaired	explained	listened	pioneered	reviewed
consolidated	guided	managed	prioritized	sponsored
counseled	headed	mediated	promoted	streamlined
delegated	influenced	mentored	recommended	supervised
determined	initiated	moderated	redirected	taught
developed	inspired	monitored	referred	trained
directed	installed	motivated	processed	validated

Clerical Skills

administered	charted	examined	instituted	provided
allocated	completed	executed	justified	recorded
applied	contributed	followed up	maintained	repaired
assisted	coordinated	formalized	managed	reshaped
assured	determined	formulated	operated	resolved
attained	dispensed	hired	ordered	scheduled
awarded	distributed	identified	packaged	screened
balanced	documented	implemented	planned	secured
budgeted	drafted	improved	prepared	solved
built	evaluated	installed	processed	started

Communication Skills

acted	clarified	demonstrated	formulated	launched
addressed	composed	designed	influenced	modernized
arranged	conducted	developed	initiated	performed
assessed	constructed	directed	interpreted	planned
authored	corresponded	edited	interviewed	presented
briefed	created	enabled	introduced	produced
built	critiqued	facilitated	invented	proofread

Communication Skills (con't)

publicized	recruited	shaped	taught	wrote
published	scheduled	stimulated	trained	reported
realized	screened	summarized	translated	revitalized

Creative Skills

acted	designed	illustrated	modified	shaped
adapted	developed	initiated	originated	solved
composed	directed	instituted	performed	
conceptualized	established	integrated	planned	
created	fashioned	introduced	revised	
customized	founded	invented	revitalized	

Financial Skills

administered	audited	computed	managed	reconciled
allocated	balanced	developed	marketed	reduced
analyzed	budgeted	estimated	planned	researched
appraised	calculated	forecasted	projected	

Helping and Care-giving

advanced	comforted	furthered	provided	settled
advised	consoled	guided	reassured	supplied
advocated	consulted	helped	reclaimed	supported
aided	contributed	instilled	rectified	stabilized
assisted	counseled	mentored	redeemed	translated
attended	demonstrated	negotiated	reeducated	treated
balanced	diagnosed	nourished	referred	tutored
boosted	encouraged	nursed	reformed	unified
clarified	facilitated	nurtured	rehabilitated	
coached	familiarized	optimized	represented	
collaborated	fostered	promoted	served	

Research Skills

analyzed	critiqued	extracted	located	summarized
clarified	diagnosed	identified	organized	surveyed
collected	evaluated	interpreted	researched	systematized
compared	examined	interviewed	reviewed	tested
conducted	gathered	investigated	solved	

Sales Skills

arbitrated	improved	maintained	produced	resolved
catalogued	increased	manipulated	promoted	restored
consulted	influenced	marketed	proposed	reviewed
documented	inspired	mediated	publicized	saved
educated	installed	negotiated	purchased	served
established	integrated	obtained	realized	set goals
expedited	interpreted	ordered	recruited	solved
familiarized	investigated	performed	reduced	stimulated
identified	launched	planned	reported	summarized
implemented	led	processed	researched	surveyed

Teaching

adapted	collaborated	distributed	guided	lectured
advised	communicated	educated	harmonized	listened
answered	conducted	effected	implemented	persuaded
briefed	coordinated	empowered	influenced	presented
built	delegated	enabled	informed	responded
certified	delivered	expanded	initiated	revolutionized
chaired	demonstrated	facilitated	innovated	set goals
charted	designed	formulated	instituted	stimulated
clarified	developed	generated	instructed	summarized
coached	directed	grouped	integrated	trained

Technical Skills

analyzed	detected	expedited	integrated	programmed
charted	developed	facilitated	maintained	published
classified	devised	formed	marketed	reduced
communicated	drafted	generated	mastered	researched

Experience

- List experiences in reverse chronological order, beginning with current or most recent position. If chronological order doesn't work to your advantage, or if you have too many positions to list on one page, you may want to group 3 or 4 of your most relevant experiences under the heading **RELEVANT EXPERIENCE**. This can include paid employment, internships, community service, and activities where you have developed important skills. An alternative would be to create sub-categories like **Counseling Experience** or **Leadership Experience**. Employers like an easy to read format that concisely highlights your skills, abilities and accomplishments.
- It's not necessary to list all your prior employment. Some students choose to lump together a variety of jobs in a summary statement that suggests you have worked steadily throughout college: *Additional employment includes positions in retail sales and food service, Summers 1998-2000.*
- Dates can be listed at the end of your experience description or either in the left or right hand margin.
- Use action words! (See attached verb list.)
- Focus on SKILLS that apply to your objective: **interpersonal, writing, research, time management, attention to detail, ability to work well under stress, team membership and communication skills.**
- Describe the highest level of your job responsibilities – no need to list everything you've done.
- Quantify your work experience where possible: *increased sales volume by 20%, processed an average of 150 loan applications per day, responsible for over \$20,000 in cash deposits.*
- Use bullets () when describing your experience if you prefer.
- Indicate if you've paid college expenses: *Paid for 50% of college expenses through above employment.*
- EXPERIENCE doesn't have to follow EDUCATION; lead with your strengths! Once you have been out in the workforce 5-7 years, your experience becomes more important than education and should be listed first.

Resume Worksheet

Name: _____

Present Address: _____

Present Telephone Number: _____

Permanent Address: _____

Permanent Telephone Number: _____

Email Address: _____

EMPLOYMENT OBJECTIVE

This is what a prospective employer looks for first. Make your objective brief and to the point. Use the job title if applying for a specific position.

Example: To obtain a research position with Roget Company utilizing my English major and internship experience.

EDUCATION: Include college degree, date conferred, study abroad experience, financial responsibility for education, GPA if 3.0 or higher.

RELEVANT COURSEWORK: If you don't have work experience in your field, list courses you've taken, i.e., computer courses that are relevant to the job.

SUMMARY OF QUALIFICATIONS: Include foreign language, communication skills, leadership skills, liberal arts skills, and any additional special qualities or abilities you possess. See sample resumes.

RELEVANT EXPERIENCE: If you have relevant volunteer or work experience or have completed an internship(s), make a separate section and format it as you would "work experience."

WORK EXPERIENCE:

- *This is your chance to tell how well you did.
- *Use numbers, statistics, percentages, increase in sales or profits.
- *List your accomplishments and successes, not just duties and responsibilities.

Title of Position Name of Organization City & State Dates of Employment

VOLUNTEER, EXTRACURRICULAR, CLUBS, ACTIVITIES, SPORTS, CERTIFICATIONS, AND LEADERSHIP:

SKILLS: Foreign Language, Computer skills/certifications, CPR, first aid

HONORS, AWARDS: These sections can be separated according to space.

PHRASES THAT CATCH THE EYE:

- | | |
|---|---|
| ➤ achieving a __% success rate | ➤ increasing the quality of... |
| ➤ supporting swift and positive resolutions | ➤ significantly enhancing performance |
| ➤ that resulted in... | ➤ attaining the highest ratings on.... |
| ➤ which increased.... | ➤ increasing customer satisfaction levels.... |

PROFESSIONAL SUMMARY: To be used in a short paragraph form or bulleted list under objective.

- Recent graduate offering four years of successful _____ experience specializing in _____.
- Extensive knowledge of _____.
- Demonstrated record of _____ with strong abilities to _____.
- Dedicated and resourceful individual with a passion for contributing to the _____ profession.
- Self-motivated with a strong drive to finish tasks promptly and correctly.
- Possess strong leadership and successful team building skills.
- Excellent technical, communication, presentation and customer service skills.
- Developed successful _____ skills through _____.
- Consistently recognized for _____.

Bonnie Marie Scott

<i>School Address:</i>	Randolph College 2500 Rivermont Avenue, Box 1076 Lynchburg, VA 24503	(434) 947-8000 bmscott@randolphcollege.edu
<i>Permanent Address:</i>	123 Great Oak Drive Wilmington, DE 19700	(302) 555-3836 bmscott@yahoo.com

Objective: To obtain a position blending biology and chemistry studies with laboratory research

Summary of Qualifications

- Advancing biologist with solid grades and a strong background in the natural sciences
- Proven ability to write clearly and communicate effectively with others
- Detail oriented new graduate with well-developed organization and time management skills
- Ample experience with current journals and library research
- Relevant courses completed: Immunology, Biotechnology Applications, Genetics, Cell and Molecular Biology, Biochemistry I, Advanced Biochemistry, Genetic Toxicology, Microbiology, Organic Chemistry, Qualitative Analysis, Organismic Biology I and II

Education

Randolph College, Lynchburg, VA
Bachelor of Science in Biology, May 2004
Concentrations in Chemistry and German

Experience

Undergraduate Research, Randolph College, Department of Biology, September 2002 – May 2004

- Investigated the effects of cannabinoids on the CD23 expression of B cells induced by IL-4 immunoblotting, ELISA, NMR, infrared spectroscopy, spectrophotometry, gas chromatography, and TLC
- Worked collaboratively with professors at Lynchburg College and University of Virginia
- Ordered and purchased all chemicals and materials

Sales Associate, Designer Kitchen and Baths, Summers and Holidays 2000 - 2004

- Processed purchase orders and arranged deliveries for customers
- Worked with distributors from around the country on common and special orders
- Handled sales transactions, returns, exchanges and customer complaints

Computer Skills

- Internet, Lotus SmartSuite, Microsoft Office, PowerPoint, CellQuest
- Experience with both PC and Macintosh systems

Honors and Activities

- *Phi Kappa Chi* Member
- Marjorie Martin Scholarship, Alumnae Scholarship
- Dean's List all semesters

ANDREA E. RODRIGUEZ

Present Address

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aerodriguez@randolphcollege.edu

Permanent Address

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San Antonio, TX 78260
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andrearod@hotmail.com

OBJECTIVE

To obtain a research position with Abbott Laboratories

EDUCATION

Randolph College, Lynchburg, VA
Bachelor of Science in Mathematics, May 2004, GPA 3.7
Concentrations in Computer Science and Philosophy

RELEVANT EXPERIENCE

Student Researcher, Mathematics Department, Randolph College, Lynchburg, VA
Summer 2002

Project 1: Primitive Pythagorean Triples

- Researched the PPT and arrived at conclusions
- Studied structures that can be made from the PPT and made models on Derive
- Gave oral presentation on findings

Project 2: Graphical Implementations of Computer Science Algorithms

- Studied ten sorting and searching algorithms used in computing
- Implemented applets that graphically demonstrate how they work
- Made applets accessible on the web for demonstration in classrooms

EXPERIENCE

Tutor, Ethyl Center of Science and Mathematics, Randolph College, Lynchburg, VA
Fall 2001 – Spring 2004

- Tutored students in various Mathematics courses
- Assisted students with study skills and exam preparation

Teacher's Assistant, Randolph College Nursery School, Lynchburg, VA
January 2003 – May 2004

- Supervised nursery children
- Assisted teachers with classroom activities

Library Assistant, Lipscomb Library, Randolph College, Lynchburg, VA
Fall 2000 – Fall 2001

- Processed incoming and outgoing Inter-Library Loans
- Maintained display boards

SKILLS

C++, Java, Qbasic, Microsoft Applications including Word, Excel, Access, PowerPoint, CRLA Regular Tutoring Certificate, CRLA Advanced Tutoring Certificate

ACTIVITIES

Sophomore Class President; Member of the Board, South Asian Week;
Member, Pan World Club; Member, Club Asia; Docent, Maier Museum of Art

HONORS

President's Scholarship (a four-year academic merit scholarship), Writing List (Fall 2000),
Dean's List (Fall 2001 – Fall 2002), Sigma Pi Sigma (National Physics Honor Society)

Jennifer E. Kucinski

Present Address

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(434) 947-8000
jkucinski@randolphcollege.edu

Permanent Address

46 Matthews Avenue
Conway, MA 01341
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jenEkucinski@att.net

OBJECTIVE To obtain a position as a staff reporter

EDUCATION **Randolph College**, Lynchburg, VA
Bachelor of Arts in English/Creative Writing, May 2004
GPA 3.3

Randolph College at the University of Reading,
Reading, England
Junior Year Abroad, 2002 – 2003

WRITING EXPERIENCE

Journalism Intern, *Transatlantic American* magazine, Summer 2002

- Wrote and edited news and feature articles for an English publication that targets expatriate Americans living in Europe
- Represented magazine at a press conference launching a year-long exhibit on American culture

Communications Intern, Randolph College, Lynchburg, VA, Fall 2001 – Spring 2002

- Created flyers and other publicity pieces using PageMaker and MS Publisher
- Wrote press releases and newsletter articles

Design Editor and Staff Reporter, *The Sundial*, Randolph College, Lynchburg, VA
Spring and Fall, 2001

- Redesigned layout of the newspaper using Quark Express
- Researched topics and wrote articles
- Assisted in copy setting and arranged layout and structure of the paper

Writing Lab Assistant, Randolph College, Lynchburg, VA, Fall 2000 – Spring 2001

- Tutored students on organization, grammar, and strength of their papers
- Learned to critique papers and teach improved writing skills

OTHER EXPERIENCE

Head Waitress, Chestnut Tree Inn, Conway, MA, Summers 2000 – 2003

- Coordinated work flow between the wait staff, manager, and owner
- Trained ten waiters and waitresses

HONORS

Phi Beta Delta (international studies honor society)
2004 Writing Board Award for Best Long Paper
Gold Key Guide, Admissions Office, Randolph College

Katherine E. McDonald

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(434) 947-8000 ♦ kmcdonald@randolphcollege.edu

- Objective:** To obtain a position in a non-profit organization in the area of children's advocacy
- Education:** **Randolph College, Lynchburg, Virginia**
Bachelor of Arts in Political Science May 2004
Concentration in History
- Randolph College at the University of Reading, England,**
Junior Year Abroad 2002-2003
- Internship:** **Director's Assistant**, United Way of Central Virginia/Christmas in April Program
Lynchburg, Virginia, January 2004 – present
- Assisted Executive Director in promotion of organization and Christmas in April event
 - Prepared promotional materials for the organization
 - Maintained donor database
 - Attended meetings of the Board of Directors
- Work Experience:** **Shift Supervisor**, CVS Pharmacy
Knoxville, Tennessee, April 1999 – September 2002; July 2003 – January 2004
- Trained new employees on cash register and customer service techniques
 - Responsible for opening and closing store
- Childcare Provider**, First Presbyterian Church Nursery
Lynchburg, Virginia, October 2003 – present
- Childcare provider to the Church nursery during services and special events
- Sales Assistant**, Minuet/Kaliko
Reading, England, November 2002 – June 2003
- Provided customer service in sales, offered information on products, and handled customer complaints
 - Responsible for clothing displays
- Tutor**, Paul Munroe Elementary School
Lynchburg, Virginia, January 2001 – May 2001
- Tutored kindergartners in reading and math through the college's off-campus work-study program
- Activities:** Facilitator, Emerging Leaders Program, August 2003 – May 2004
President, Peggy Penn Weitnauer Student Foundation, August 2003 – December 2003
Vice President, Reading, England Study Abroad Program, September 2002 – July 2003
2004 Representative, Social Violations Hearing Board, August 2001 – May 2002
Director of Development, Peggy Penn Weitnauer Student Foundation, August 2001 – May 2002
Senator, Student Government, September 2001 – April 2002
- Skills:** Microsoft Applications including Word, PowerPoint, Publisher, Access, and Works.
- Honors:** Randolph College Founders' Scholarship
Middle Tennessee Scholarship
Gravelly-Hampson Global Studies Scholarship Fund

MARISA PARVATI

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mparvati@randolphcollege.edu

Permanent Address

11472 N 78 Street West
Apartment 312
Seattle, WA 98432
(206) 790-1137
marisa123@msn.com

OBJECTIVE: To obtain a challenging position in the field of financial analysis.

EDUCATION

Randolph College, Lynchburg, VA
Bachelor of Arts in Economics May 2004 Major GPA: 3.9
Concentrations in Business and Mathematics

RESEARCH EXPERIENCE

Grant Recipient, Jesse Ball DuPont Summer Research, May – July 2003

Awarded \$2700 to research “Economic Impact of Habitat for Humanity Homes in Lynchburg, VA.”

- Collected, reviewed, and organized prior economic impact studies related to non-profit housing organizations.
- Assembled data, conducted field research, and analyzed descriptive statistics
- Constructed preliminary estimates of the economic impact of Habitat for Humanity in Lynchburg

Grant Recipient, Jesse Ball DuPont Summer Research, May – July 2002; Awarded \$2700 to research “An Exploration on the Relationships of Human Capital Accumulation to Economic Growth.”

- Collected, reviewed, and organized theoretical literature for Economics of Development course
- Established a strong quantitative component to the course by creating empirical exercises

WORK EXPERIENCE

Department Assistant, Randolph College Economics Department, September 2003 – May 2004

- Designed a web page for the Randolph College Economics Department
- Collected, reviewed, and organized theoretical literature for Economics of Latin America course

Intern, Wachovia Securities, Lynchburg, VA, May - June 2003

- Researched financial materials and created portfolios for clients

Tutor, Randolph College Advanced Tutoring Service, Lynchburg, VA, January 2001 – May 2003

- Completed EDUC 220 “Seminar in Individual Education”
- Earned more than 200 hours of tutoring service
- CRLA certified advanced level tutor of Mathematics

LEADERSHIP ACTIVITIES

- Director, Student Investment Committee, September 2002 – October 2003
- Business Manager, *Hail, Muse! Etc.* (Literary Magazine), September 2001 – 2002
- Business Writer, *The Sundial* (Student Newspaper), September 2001 – 2002

AWARDS AND HONORS

- The Theodore Jack Scholarship, 2000 – 2004, a four-year merit scholarship
- *Omicron Delta Epsilon* – International Honor Society in Economics
- *Omicron Delta Kappa* – National Leadership Honor Society

SKILLS

Microsoft applications including Word, Excel, Access, PowerPoint, Publisher, Internet, FrontPage, Eviews, STATA, and Derive

LANGUAGES

English, Nepali, Hindi, Maithali, and Bhojpuri

Shaniqua J. Randa

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OBJECTIVE: To obtain a position as a grant writer for African Development Organization

EDUCATION: **Randolph College**, Lynchburg, VA
Bachelor of Arts in International Studies and Political Science, May 2004

RESEARCH EXPERIENCE: **National Model United Nations**, International Organization for Migration
October 2002 – March 2003

- Represented Republic of Guinea for an in-depth study of West Africa
- Researched International Organization for Migration and related NGOs
- Focused on gender equality on the migration and trafficking of people

National Model United Nations, International Conference on
Financing for Development
October 2003 – March 2004

- Completed in-depth study of Rwanda and Sub-Saharan Africa
- Researched World Bank and the International Monetary Fund
- Studied the United National System and its organizations

WORK EXPERIENCE: **Business and Advertising Manager**, *The Sundial*, Randolph College, Lynchburg, VA
September 2003 – May 2004

- Developed advertising plans through business contacts
- Devised payment schedules for ads
- Proposed and maintained budget for the academic year
- Increased number of ads by 100%

Time Management Tutor, Learning Resources Center, Randolph College, Lynchburg, VA
September 2003 – May 2004

- Assisted students with study and time management skills
- Evaluated students' progress and assisted with personal and academic issues

Office Assistant, Career Development Center, Randolph College, Lynchburg, VA
September 2001 – May 2004

- Researched data for maintenance of internship files
- Assisted students with career and graduate school information

ACTIVITIES: Emerging Leaders Program, Facilitator, 2003 – 2004
Model United Nations, Vice President, 2002 – 2003; Treasurer, 2001 – 2002
Circle K, Co-Secretary, 2002 – 2003
Investment Club, Senior Analyst, 2001 – 2003

HONORS: Dean's List, 2002 – 2003
International Grant, 2000 – 2004
Founders' Scholarship, 2000 – 2004

SKILLS: Microsoft applications including Word, Excel, Access, PowerPoint, and Publisher
Fluent in English, Afrikaans, and Swahili; conversational in Japanese and Spanish

Samantha C. Douglas

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Lynchburg, VA 24503

Permanent Address: 675 Harbour Drive (355) 215-8495
Dayton, OH 45403 scdouglas@hotmail.com

OBJECTIVE: To obtain a position in radio or television production.

EDUCATION: **Randolph College**, Lynchburg, VA
Bachelor of Arts in Communication, May 2004

Randolph College at the University of Reading, England
Junior Year Abroad, 2002-2003

INTERNSHIP: **Production Assistant**, WDBJ-7 Lynchburg News Bureau
Lynchburg, VA, January – present

- Assist the bureau chief and photographer in the news office
- Conduct in-the-field reporting
- Research and write news stories
- Shoot and edit videotape

WORK EXPERIENCE: **Development Phone-a-Thon Program Member**, Randolph College
Lynchburg, VA, November 2003 – present

- Call alumnae to raise money for the Randolph College Annual Fund
- Maintain strong alumnae network of support
- Update alumnae on activities and news of the College

Sales Representative, Millie's Cookies Limited
Reading, England, October 2002 – May 2003

- Handled sales transactions
- Created displays and carried out product preparation

Student Athletic Trainer, Randolph College
Lynchburg, VA, September 2000 – December 2001

- Provided care for sports injuries and rehabilitation

ACTIVITIES: Facilitator, Emerging Leaders Program, August 2003 – May 2004
Vice President, Peggy Penn Weitnauer Student Foundation, August – December 2003
Treasurer, Study Abroad Program in Reading, England, September 2002 – July 2003
Senator, Student Government, September 2001 – April 2002

SKILLS: TekXam certification in: General Computing Concepts, Internet Concepts,
Word Processing, Spreadsheets, Presentations, Databases, and Web Design
Conversational in Spanish

HONORS: VFIC/Phillip Morris Scholarship, August 2002 – May 2005
Gravely-Hampson Global Studies Scholarship Fund, August 2002 – July 2003

TRISHA PAIGE

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tpaige@randolphcollege.edu

Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail

Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail

Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail