

**XXXXXXXXXX XXXXXXXXX**

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**EDUCATION:**

Bachelor of Arts May, 20xx  
Major: Political Science - Minor: Sociology  
Fulton School of Liberal Arts  
Salisbury University, Salisbury MD

**PROFESSIONAL AND DEVELOPMENT EXPERIENCE:**

*Office Administrator*, Dr. Smith's Office Complex Winter 20xx-Present  
Salisbury, MD

- Conduct pre-screening of all patients and close all accounts at end of day
- Responsible for organizing all appointments and cancellations
- Respond to all patients inquires and questions in a professional manner

*Receptionist*, Friends and Company Summer 20xx  
Silver Spring, MD

- Arranged conference meetings and made all necessary appointments
- Wrote and formatted office memos to various recipients
- Managed office and made certain all necessary supplies were available

*Computer Assistant*, Sheridan College Fall/Spring 20xx  
Sheridan, WY

- Learned to use Web CT and gained valuable computer skills
- Demonstrated and explained how to access and use special computer programs.
- Provided trouble shooting information and resolved all relevant issues.

**VOLUNTEER EXPERIENCE**

*Volunteer*, Salisbury Soup Kitchen Fall/Spring 20xx  
Salisbury, MD

- Committed to providing service to homeless and low income families.
- Collaborated with African Student Association team of club members.
- Listened to (recipients) individuals and recognized impact of addiction on lives.
- Gained understanding of life style of individuals.

**ACTIVITIES**

*Phi Mu* (Female sorority)-Salisbury University Fall 20xx  
*NAACP*-Salisbury University Fall 20xx  
*Student Government Association*-Salisbury University Fall 20xx  
*African Student Association* (ASA)-Salisbury University Fall 20xx