

Name

201 South 1460 East • Madison, WI 53706

801-581-6186 • studentemail@wisc.edu

Education

University of Wisconsin-Madison

Bachelor of Science, Biology

Certificate

Madison, WI

Month 20xx

3.8 GPA

Related College Course Work

Anatomy

Kinesiology

Aging and Exercise

Nutrition Intervention

Physiology of Fitness

Emergency First Aid

Weight Management

Cultural Aspects of Food

Exercise Programming

Human Motor Development

Exercise & Health Perspectives

Healthy Weight for Life

Certifications

CPR Certified

ACSM Health/Fitness Instructor Qualified

Month Year

Month Year (tentative)

Experience

Highland Cove Retirement Community

Health Specialist Intern

Milwaukee, WI

Month Year - Present

- Designed and instructed group exercise classes meant to engage the senior population
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs
- Performed fitness tests and advised of results that included an action plan to incorporate healthy lifestyles changes
- Taught nutritional lunch series meant to engage participants in a healthy eating plan

University of Wisconsin-Madison

House Fellow

Madison, WI

Month Year - Month Year

- Developed an educational atmosphere through positive role modeling
- Demonstrated leadership skills with diverse backgrounds and emergency procedures
- Facilitated and created community building to ensure trust and camaraderie among peers and senior staff

Hallmark Cabinets

Executive Assistant

Madison, WI

Month Year - Month Year

- Advised customers and delivered outstanding service through one on one feedback and over the phone responses
- Created promotional flyers using Microsoft Publisher to enhance programs public awareness
- Coordinated and communicated well with co-workers to ensure efficiency and equality
- Developed spreadsheets in Microsoft Excel to increase organization and efficiency

Volunteer Work

Friendship Manor

- Provided company and play board games with senior citizens

Madison, WI
Month Year - Present

Guadalupe Center

- Worked with adults learning English as their second language

Madison, WI
Month Year - Month Year

Name

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EDUCATION

University of Wisconsin-Madison **Madison, WI**
Bachelors of Science, Social Welfare **Month 20xx**
Certificate

RELATED COURSE WORK

Business Law	Community Health Issues
Accounting Fundamentals Health	Politics and Budgets
Health Services Administration	Epidemiology
Environmental Health	Management of Nonprofit Organizations
Marketing Vision	Bioethics

RELEVANT EXPERIENCE

HEAL Wisconsin (Healthy Environment Alliance of Wisconsin) **Location**
Volunteer Coordinator, Intern **Month 20xx**

- Created tri-fold pamphlet on air quality and the impact that inversions and other factors leading to poor air quality will have on Madison's economic development.
- Recruited students from the University of Wisconsin-Madison to promote awareness of the interconnectedness of air pollution and economic growth through tabling, speaking to groups and distributing information.
- Lobbied, along with 40 other volunteers, select legislative members of the Economic Development Task Force to better fund the Division of Air Quality.
- Assisted with HEAL Wisconsin events, including press conferences, regulatory hearings and monthly HEAL Community educational nights.

ARUP Laboratories **Location**
Lead Trainer, Processing Technician **Month 20xx**

- Coordinate daily operations of 4-person specimen processing training group
- Conduct all hiring interviews, performance evaluations, scheduling varied shifts
- Ensure all procedures done according to section protocol and on deadline
- Proficient in use of centrifuges, balance, pipettes, electrophoresis equipment
- Prepared blood specimens for laboratory testing – triage, data entry, delivery

Kearns High School, Granite School District **Location**
Volunteer Assistant Wrestling Coach **Month 20xx**

- Coached 5 boys in lowest weight classes, organized and ran daily practices

SKILLS

- CPR/AED First Aide Certified
- Medical, health care business terminology, HIPAA
- Working knowledge of conversational Spanish; v competent from diverse high school, workplace, and community experiences