

FirstName LastName

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EDUCATION

Boston University | College of Arts & Sciences
B.A. in Psychology, Minor in Sociology
GPA: 3.48
Related Coursework: The Nonprofit Sector in Society, Social Problems & Social Change, Sociology of Race & Class, Gender and Prejudice, Psychology of Race, Psychology of Personality

Boston, MA
Expected May 20XX

Boston University Study Abroad
Brussels Program

Brussels, Belgium
Spring 20XX

PROFESSIONAL EXPERIENCE

Big Brothers Big Sisters of Massachusetts Bay
Program Services Intern

Boston, MA
Jun – Aug 20XX

- Created, facilitated, and supported dozens of mentor relationships between “Bigs” and “Littles”.
- Conducted behavioral assessments using critical thinking and approved interview techniques.

Serve the City
Nonprofit Project Management Intern

Brussels, Belgium
Jan – May 20XX

- Coordinated over 300 volunteers at multiple serving sites during annual Big Volunteer Week.
- Increased social media engagement by 40% by creating weekly social media posts to advertise various volunteer opportunities and events.
- Scheduled and actively participated in bi-weekly project team meetings.

Brookline Community Foundation
Philanthropy Intern

Brookline, MA
Sep – Dec 20XX

- Provided administrative support to Development & Communications Manager and Director of Donor Services.
- Created promotional literature and weekly social media posts for events and donor opportunities.
- Assisted in development of two new community events and a fundraising campaign; raised over \$25,000.

VOLUNTEER EXPERIENCE

Boston University Siblings
Mentor/ “Big”

Boston, MA
Sep 20XX – Present

- Meet bi-monthly with a “little sibling” to provide support for her education and to develop trust and mentoring relationship.

Friendship Works
Volunteer

Boston, MA
Oct 20XX – May 20XX

- Met with senior citizen once per week to build friendship through conversation during neighborhood walks.

ADDITIONAL EXPERIENCE

Boston University Admissions
Administrative Assistant

Boston, MA
Sep 20XX – present

- Provide friendly, professional customer service to staff and students by phone and in-person.
- Ensure timely and accurate information for students and students’ families.

SKILLS

Computer: Adobe Photoshop; WordPress web administration; Microsoft Office; social media management
Languages: Spanish (conversational); French (basic)