

INTERNSHIP RESUME

Mailing Address, City, State, Zip code
Phone Number Professional Email Address

A summer 2016 internship with (name of organization) focusing on (type of work) using _____ and _____ skills.

EDUCATION

Bachelor of Science, Stetson University, DeLand, FL

Expected May 2018

Marine Biology, 3.8 GPA

- *Florida Bright Futures Academic Scholar*
- *Dean's List and Honor Roll (all semesters)*
- *Certificate of Community Engagement*

Relevant Coursework: Experimental Biology, Biostatistics, Marine Biology, Oceanography, Limnology

University of South Australia, Adelaide, Australia

Fall 2016

Study Abroad, Exchange Program

- Completed coursework in Australian Culture, Environmental Systems, and Zoology

EXPERIENCE

Stetson Career and Professional Development Office, DeLand, FL

August 2014-Present

Student Employee

- Perform day-to-day front desk operations and provide superior customer service by properly answering inquiries and scheduling appointments for 5 career counselors per shift
- Provide a welcoming and supportive environment for all students and employer partners
- Create documents to assist with office marketing using Excel, Word, PowerPoint, and Publisher

YMCA, DeLand, FL

June 2012 - June 2014

Lifeguard

- Maintained continuous surveillance and ensured appropriate headcount of over 100 swimmers per day
- Spotted hazards or potential threats and took measures to prevent accidents
- Performed lifesaving duties in cases of emergency such as resuscitation and first aid
- Upheld accurate records of pool use, performed chemical checks to ensure safety and hygiene and performed necessary maintenance on rescue tubes and buoys

CAMPUS INVOLVEMENT & LEADERSHIP

Sigma Nu Fraternity, Stetson University, DeLand, FL

Fall 2015-Present

President

- Lead organization and work with other campus leaders to support Greek unity
- Coordinate fundraisers and events with a goal of raising over 3,000 dollars per academic year

Hollis Center Wellness and Recreation, Stetson University, DeLand, FL

Fall 2014-Present

Peer Educator

- Host quarterly inclusion workshops for groups of 50 students
- Implement research-based initiatives to promote student health and wellness on campus

SOAR- Stetson Outdoor Adventure and Recreation, DeLand, FL

Fall 2014-Spring 2015

Group Leader

- Facilitated outdoor excursions such as canoeing, paddle boarding, and zip lining for groups of 25 students

SKILLS

Languages: Fluent Spanish; Conversational French

Computer: Proficient in Microsoft Office; Adobe Dreamweaver; IBM SPSS