

## Sara Student

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### **EDUCATION**

University of Wisconsin-Green Bay, Green Bay, Wisconsin  
Bachelor of Science Degree, May 20XX  
Double Major in Human Development and Psychology  
Cumulative GPA 3.9/4.0  
Academic Honors: Phi Theta Kappa and Phi Kappa Phi

### **RELEVANT COURSE WORK**

- Tests and Measurements: Worked with group members to develop a reliable and valid test
- Environmental Psychology: Designed an experiment, gathered the data, compiled statistics, and presented findings to the class; wrote a report during the course of the semester
- Expository Writing and writing emphasis courses: Developed skills needed to write effectively
- Social Psychology: Learned how people interact with one another and why

### **WORK EXPERIENCE**

#### **Bellin Medical Library, Green Bay, Wisconsin**

Library Assistant, September 20XX – present

- Organize and file journals and books as well as record student statistics
- Help students and medical staff find information and research on computer databases
- Prepare interlibrary loan materials, effectively organize monthly journal lists and photocopy journal articles for medical staff

#### **New Visions Gallery, Marshfield, Wisconsin**

Office Assistant, September 20XX - May 20XX

- Prepared mass-mailings to members and assembled brochures and booklets for upcoming events
- Updated and maintained permanent collection and prepared books for gallery library
- Conscientiously organized slides for juried art shows and entered artist information into computer for various exhibitions using a Macintosh computer system

#### **American Family Insurance, Marshfield, Wisconsin**

Agent Assistant, 20XX – 20XX

- Calculated quotes for clients and kept track of billing in an effective and dependable manner
- Arranged appointments, updated agent manuals and organized client files
- Answered telephone calls and diligently investigated policy problems of insureds
- Prepared and entered business applications and wrote letters in Microsoft Word

### **ADDITIONAL EXPERIENCE**

- Sales Clerk, Christian Books and Gifts, Marshfield, WI, 20XX – 20XX
- Dietary Aide, Marshfield Living Center, Marshfield, WI, 20XX

### **REFERENCES**

Available upon request