

**Sara Student**  
1234 Nicolet Dr., Green Bay, Wisconsin 54311  
(920) 555-1234

---

## **EDUCATION**

University of Wisconsin-Green Bay, Green Bay, Wisconsin, May 2000  
Bachelor of Science Degree in Human Development,  
Double Major in Human Development and Psychology  
Cumulative GPA 3.9/4.0

### *Academic Honors*

Phi Theta Kappa, 1998  
Phi Kappa Phi, 1999  
Dean's List 1997-2000

## **RELEVANT COURSE WORK**

- Tests and Measurements - Worked with group members on project to develop a reliable and valid test
- Environmental Psychology - With a partner designed an experiment, gathered the data, compiled statistics, presented our findings to the class and wrote the report during the course of the semester
- Expository Writing and writing emphasis courses-developed skills needed to write effectively
- Social Psychology - Learned much about how people interact with one another and why

## **EMPLOYMENT HISTORY**

**Bellin Medical Library**, Green Bay, Wisconsin  
Library Assistant, September 1998 – 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 1997 - May 1998

- 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, 1994 – 1998

- Calculated quotes for clients and kept track of billing in an effective and dependable manner
- Arranged appointment, 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 on IBM computer system

## **ADDITIONAL EXPERIENCE**

- Sales Clerk, Christian Books and Gifts, Marshfield, WI, 1991-1995
- Dietary Aide, Marshfield Living Center, Marshfield, WI, 1991
- Cashier, ShopKo, Marshfield, WI, 1988-89; 1991
- Library Assistant, UW-Marshfield/Wood County, Marshfield, WI, 1989-1990

## **REFERENCES**

Available upon request