**Jane B. Caring**

caring@canton.edu • (555) 555-5555

QUALIFICATIONS SUMMARY

Organized student leader and volunteer with excellent time management skills. Works well independently and in teams. Experience working with a diverse range of youth and adults.

EDUCATION & CERTIFICATIONS

**Bachelor of Science in Applied Psychology** Anticipated May 2020

SUNY Canton, Canton, NY

GPA: 3.5/4.0

**Mandated Reporter Training** January 2019

NYS Office of Children & Family Services, Albany, NY

APPLIED COURSEWORK

|  |  |
| --- | --- |
| * Counseling Theories & Practice
 | * Counseling Skills & Procedures
 |
| * Crisis Intervention
 | * Professional & Ethical Responsibilities
 |

EXPERIENCE

**Resident Assistant** August 2018 – Present

Office of Residence Life, SUNY Canton, Canton, NY

* Oversee residential floor of 100+ students
* Mediate conflicts between student-residents
* Maintain confidentiality when discussing residential issues with staff
* Enforce rules and regulations to ensure a safe and secure residential environment
* Plan and implement residential programs on diversity, health and wellness
* Monitor students during nightly rounds

**Cashier** Summers 2017 – 2018

Burger Barn, Helping, NY

* Accounted for cash and credit transactions
* Prepared customer orders in a timely and efficient manner
* Followed OSHA standards to maintain a healthy work environment

**Child Care Provider** Summers 2015 – 2016

Private Family, Helping, NY

* Created a safe and stimulating environment for children ages 5-7
* Supervised children during recreational activities

ACTIVITIES & COMMUNITY SERVICE

**Secretary** August 2018 – Present

Habitat for Humanity, SUNY Canton, Canton, NY

* Document minutes for weekly club meetings
* Organize bottle drives to raise funds for travel to building sites
* Build homes for families in need
* Deconstruct homes and materials for re-sale at relief stores

**Volunteer** January 2017 – Present

Free Will Meal Program, Canton, NY

* Served nutritious meals to community members in need
* Communicated with members of the local community