

Examples of Work Histories

EXAMPLE 1:

Lead Trainer

2008 - present

EduSoft Inc., Raleigh, NC

- Introduced e-learning program for twelve satellite offices.
- Designed and implemented performance improvement initiatives for application trainers.
- Created a strategic training plan for the Passenger and Travel Solutions Reservations department.

Etc.

EXAMPLE 2:

American Cancer Society

Hope Lodge Weekend Manager

11/2004 – 7/2005

- Fundraising, networking, constituent relationship management

Intern

10/2004 – 1/2005

- Formal presentations, public speaking, organizing information and preparing business proposals

Volunteer

5/2003 – 7/2005

- Attended to residents, actively listening; maintain facility

Etc.

EXAMPLE 3:

Virginia Wesleyan College

Assistant Director of Residence Life

Virginia Beach, VA

July 2000 – June 2002

- Responsible for assisting the director with all matters concerning the administration and progressive development of residence life department
- Responsible for recruitment, selection, training and retention of 22 resident assistants and 4 village assistants
- Direct supervision for the daily operations of 4 residence halls housing approximately 200 students in the freshman area of Bray Village
- Establish developmental programs to promote the non-academic education of students as well as their growth, maturation & development as emerging adults
- Participate in the campus-wide duty/emergency response rotation

Etc.