



Resume and Cover Letter Guide



Hill Center for Student Success

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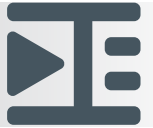
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Introduction

A resume summarizes your experience and qualifications to showcase your skills and achievements related to the job. It's not meant to tell your life story, but to secure an interview. To stand out, tailor your resume for each position by including relevant strengths, skills, and keywords from the job description and similar positions. Use these keywords throughout your resume and in your professional summary.

Formatting and Layout



Use Microsoft Word

» Open up a blank document, not a template, to create your resume. In the long run, you'll be a lot happier, because YOU control what the resume format looks like.

Font and Font Size

» 11 or 12 point for a serif font (like Times New Roman, or Georgia), 10 or 11 point for a sans serif font (like Calibri, Arial, or Verdana).

Always use a "true type" font

» So what you see on YOUR computer and printout will be the same font the EMPLOYER sees.

Be Consistent

» With bolding, italicizing, underlining, CAPS, dates, and so on.
» Your name should be in bold and typically is a few font sizes larger.

Borders and Shading

» Use this function to add lines, like the ones you'll see on many of the sample resumes. These help guide the reader's eyes through the resume. The lines also look good under section headings.

Layout

» 1" margins all the way around is optimal, you can go a little narrower if necessary.
» After your Summary/Objective/Profile, sections can move depending on relevancy.

Order

» Put information within sections in reverse chronological order (current to oldest).

Number of Pages

» If you have enough substantive material, you can use a second page. Be sure to use a header on the second page, and be sure your information comes to at least one-third of the way down the page.

Writing Style



- » Keep two words in mind: consistency and relevancy.
- » Use bullet points and action verbs. Be concise, clear, and tell what you did and how you did it. Not just “Customer service” — tell us more! “Greeted customers as they entered, determined their needs, and assisted them in making selections” would be an example.
- » Accomplishments, not responsibilities, are important to the employer.
- » Order the bullet points so that the reader will see what is most important to THEM first.
- » Write using phrases, not full sentences.
- » Avoid phrases like “responsibilities were,” “responsible for,” “duties included” “in charge of,” etc. Often the word following those phrases will be the action verb for a bullet point.
- » Do not use periods at the end of your bullet points; they should be fragments not full sentences.
- » Quantify whenever and wherever possible — for example, how many people you worked with in a team? How many people you managed? Use the number rather than the word. In other words, 10, not ten.
- » Watch for tense — present job present tense, past job past tense.
- » Skip the hobbies. The employer is not interested in your knitting, fishing, or skydiving, unless the job requires one of those talents. Stick to what is relevant to the job.

Proof Reading



- » Be perfect! Be thorough in your proofreading. Have your friends and family proofread, too.
- » Typos, missed spacing, overall layout, and formatting count on resumes!
- » Proofread! Have someone else proofread! Yes, we know this is the second time we’re saying this. It is that important. The more proofreaders, the better chance you’ll catch errors, omissions, inconsistencies, and so on.

Contact Information



The header of your resume is where you should include your name, phone number, and email address. Depending on your industry, you may want to also include your Facebook, LinkedIn, Twitter, Instagram URLs/usernames, and website/portfolio link if applicable.

Professional Summary



A professional summary comes at the top of your resume and is a concise, one-to two-sentence overview of your skills and work experience. This is often most beneficial for experienced workers because it's a way to recap your diverse capabilities at the top of your resume.

Example:

Marketing professional with more than 10 years of experience in online, interactive marketing and advertising in a B2B capacity.

Summary of Qualifications



This section can be in addition to, or in replacement of, the professional summary. (Because you have limited space, include this only if it is appropriate and you have something to say.)

Example:

Exhibits excellent analytic skills and possesses strong attention to detail, which allowed the recovery of almost \$500,000 in misallocated resources during the year-end close.

Experience



This section is the heart of your resume, the place where you will list in reverse chronological order your professional experience. Most often, your most recent job should take up the biggest space on the page. Include quantifiable achievements that were a result of your work. Do NOT list only tasks or responsibilities. As a current student or recent graduate, you should also list leadership positions within organizations that give evidence of soft skills, such as leadership, teamwork, and communications.

Example:

Managed team of 15 accounts payable specialists and improved productivity by 15 percent with smaller lag time between invoicing and payment.

Education and Training



If you have recently graduated, include your GPA only if it is 3.5 or higher. List any coursework relevant to the position.

Skills (optional section):



- » List language skills with qualifiers: literate, conversational, proficient, fluent.
- » List computer skills in regard to specific applications such as Microsoft Word, Powerpoint, or Outlook. List proficiency level when applicable.
- » List computer languages and software specific to the industry.

Resume Action Verbs

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Clerical or Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repair
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Writing a Successful Cover Letter



Cover letters play a crucial role in a job search process. It is vital to make each cover letter unique to increase the chances of success. This involves tailoring the letter to the job position, highlighting relevant qualifications, and telling a story that ties what one has to offer to the specific needs of the organization.

Types of Cover Letters

There are various types of cover letters -

- » Cover letters to apply for jobs
- » Cover letters to ask for informational interviews
- » Cover letters to introduce yourself and offer assistance

They all have similar formats. However, each and every cover letter you write should be unique. A single template with stock wording won't lead to success.

Cover Letter Format

Cover letters are set up in business letter format.

- » Cover letter should be addressed to a person (Dear Mr. Smith, Dear Ms. Jones).
- » If you cannot find a person's name, you can use Dear Hiring Manager or use the hiring manager's job title (Dear Executive Director.)
- » Never use "To whom it may concern," as it usually elicits a yawn from hiring managers.

Cover Letter Layout

YOUR NAME AND CONTACT INFO

Set up exactly the same as your resume – including the same font throughout!
This becomes your “business stationery”

Date

Hiring Manager name

Hiring Manager title

Company name

Company address

City, state, zip

Dear Hiring Manager;

In this paragraph, tell what position you’re applying for, where you saw the position posted, and that you are interested in the position. Put in a sentence about why you’re interested – your belief in their mission, your confidence in their product, etc. Be brief, be positive! If you know someone at that company who recommended you apply, put that in this paragraph as well.

The middle paragraph is key – tell a story here. This isn’t a place to just regurgitate or summarize your resume. They can look at the next page for that. Give them a reason to WANT to look at that next page! Look at their job posting. What stands out? What do they need, what is their “pain?” Then look at your strengths – where can you ease their pain? Do they need strong customer service in stressful situations? If you’ve got that – tell them! “While working at Retail Big-Box I dealt with many customers returning items. In one case, the customer came in extremely upset, her teen aged child had purchased an item far more expensive than she could afford, and had thrown away the receipt, which is usually required for a return. Together we were able to research the purchase and refund her credit card. The customer left happy, though I believe her child will no longer have access to the credit card!”

The closing paragraph reiterates your interest in the job, and requests that they contact you soon. If you have the hiring manager’s contact information, and the ad does NOT state “no phone calls,” let the hiring manager know you will contact him/her in a week to see if you can set up a time to meet. Then be sure you follow through!

Sincerely – Best regards – Warm regards; (use the closing you are comfortable with)

Either sign your name or use a “script” font-

(remember to choose a “True Type” font if you type your name)

Type your name below the signature or script font signature

Resume Layout & Samples

Full Name

City, State • Phone Number • Email Address • LinkedIn Address (recommended)

EDUCATION

Aurora University, Aurora, IL

Graduation Month & Year

Bachelor of _____ in _____

(e.g. Bachelor of Arts in English, Bachelor of Social Work, Bachelor of Science in Biology)

Minor(s): (if applicable)

GPA if 3.0 or above is recommended, but not required. Show as (e.g.) 3.47/4.0

Licenses & Certifications (optional)

Relevant course work (optional) – only include courses that will compliment qualifications

Other Institution(s) if applicable – if college level. Freshmen only should include high school. Use the same format as above.

INTERNSHIP(S)

This can be a completely separated section where **only** your internship experience is listed. Same format as below.

EXPERIENCE (general format)

Organization, City, State

Start and End Date

Job Title

- Use bullet points to explain your experience, and keep in mind order of importance to the employer
- Almost every bullet point should consist of What you did and HOW you did it – Do not list, Show it!
- Use Action verbs to start bullet points
- 3-5 bullet points are the most typical number for each job. You don't want a laundry list!
- Watch for tense (present tense for present job and past tense for past jobs)

If you have been promoted to different positions within the same company, try this (notice the alignment of the dates for each position as opposed to the overall dates worked at that company).

Organization, City, State

Start and End Date at Employer

Job Title (*start and end date for position*)

- Use bullet points (see above)

Job Title (*start and end date for position*)

- Use bullet points (see above)
- Try not to repeat your bullet points/action verbs

VOLUNTEER EXPERIENCE

Use the same format as above.

ACTIVITIES/HONORS

Can just list them with dates or explain them using the format as above.

SKILLS

List your language skills, computer/technical skills, laboratory skills.

Nikita Ivory

505-533-3555 | nivory@yahoo.com | www.linkedin.com/in/nikitaivory

OBJECTIVE

A career focused leader with a strong attention to detail and possesses excellent research, teamwork and communication skills. Bilingual in English and Russian.

EDUCATION

Aurora University, Aurora IL May 2022
Bachelor of Science in Biology, GPA 3.8/4.0

- Dean's List Fall 2017-Fall 2018
- Phi Eta Sigma Freshman Honor Society

RESEARCH EXPERIENCE

The Morton Arboretum, Lisle, IL September 2021-December 2021
Soils Research Intern

- Collected, sorted, and analyzed data under specific directions of the head researcher
- Conducted general and detailed soil surveys throughout the grounds
- Created various soil conditions by mixing or pounding together variety of soils and minerals
- Participated in assisting 2-3 other labs with their field work to gain experience in other fields

EMPLOYMENT HISTORY

Starbucks, Aurora, IL December 2020-Present
Barista

- Manage multiple tasks at once such as accurately taking and filling orders
- Clean and sanitize work area, utensils, and equipment
- Check and adjust temperatures of freezers, refrigerators, or heating equipment to ensure proper functioning
- Communicate effectively and provide customers with product details, such as coffee blend or preparation descriptions

Fox Valley Park District, Aurora, IL June 2020-August 2020
Camp Counselor

- Supervised 15-18 campers by implementing the district's safety regulations from the handbook
- Directed junior counselors to accomplish tasks such as preparing snacks, gathering craft supplies, and helping the children with their needs
- Planned and participated in recreational games, art projects and other activities with the campers
- Attended daily meetings to coordinate daily plans with other counselors and art teacher

AURORA UNIVERSITY ACTIVITIES

Leadership Education and Development (L.E.A.D.) November 2018-Present
Aurora University Science Organization August 2020-Present

SELECTED RESEARCH SKILLS

- Sample various soils
- Accurately collect, record and analyze data
- Correct use of microscope
- Proper lab safety

ADDITIONAL SKILLS

- English and Russian – Fluent
- Microsoft Word, Excel, and PowerPoint – Intermediate level

Charlie Williams

♦ Aurora, IL 60506 ♦ 630.555.5555 ♦ cwilliams33@gmail.com ♦
♦ www.linkedin.in.com/in/charliewilliams ♦

EDUCATION

Aurora University, Aurora IL

December 2022

Bachelor of Arts, Communication

Double Minor: **Digital Media, English**

GPA 3.87/4.0

INTERNSHIPS and MEDIA EXPERIENCE

University Communications, Aurora University, Aurora, IL

August 2021 – Present

Communications Intern

- Apply AP style to create effective press releases regarding university successes and events
- Cover events, taking journalistic photos, interviewing key participants and writing story
- Set up photo shoots, including lighting and placement of individuals in a setting to tell university's story
- Prepare articles, blogs, and tweets for various media utilized by the university

Traveling Charlie, Aurora, IL

December 2020 – Present

Blogger / Social Media

- Write weekly blog about bicycle travel in the U.S. and abroad
- Create and cultivate "Traveling Charlie" website (www.travelingcharlie.com)
- Tweet and live chat with followers about trips and tips
- Linked from several travel sites including Rick Steves, Travel Illinois, Midwest Destinations, and Mountain Bike Magazine

British Isles Travel Promotions (BITP), Dublin, Ireland

May 2020 – August 2020

Bicycle Travel Report Intern

- Traveled 30-50 miles daily by bicycle across England, Scotland and Ireland
- Uploaded content for a twice-weekly blog on traveling the British Isles by bicycle, including photos, video clips, and written content
- Provided tips for international travelers seeking to tour in the British Isles
- Received BITP "Ace Blogger" award for the summer season based on number of Twitter and Blog followers

INVOLVEMENT

NOLOS, Aurora University, Aurora, IL

September 2020 – Present

Assistant Editor

- Review and edit submissions for Aurora University's Literary Journal magazine
- Utilize APA style in editing

Community Cycling Center, Chicago IL

January 2018 – Present

Volunteer

- Receive and refurbish donated bicycles, helmets and equipment to be given to low income residents of Cook County IL
- Teach safe bicycling to individuals and classes of up to 5 students

SKILLS

- Blogger "Traveling Charlie"
- Twitter @travelingcharlie
- AP Style
- WordPress / Tumblr
- TV / Video Production
- Digital Media
- Website Development
- Media Campaigns
- Podcasts / Live Streaming

Janelle Diaz

543 Simple Street • Aurora IL 60506 • 555-555-7055 • JanelleDiaz@gmail.com

OBJECTIVE

Career-focused individual with an emphasis on attention to detail. Strong written and oral communication skills with ability to successfully present to large groups. Able to bring “customer first” mentality, great team focus, and the ability to lead others for successful outcomes.

EDUCATION

Aurora University, Aurora, IL May 2022
Bachelor of Arts in Communication and English
GPA 3.8/4.0

Waubonsee Community College, Sugar Grove, IL June 2020
Associate of Arts

EMPLOYMENT

History Farm of St. Charles Park District, St. Charles, IL April 2018–Present

Interpreter

- Educate large groups of up to 30 people about each historical site
- Exhibit strong customer service skills in resolving guest complaints or conflicts
- Help with programming for school programs with emphasis on guest experience
- Obtained CPR certification

Waubonsee Community College, Sugar Grove, IL October 2018–March 2020

Receptionist (*Director of First Impressions*)

- Directed phone traffic for admissions, finance, faculty and career service staff of 25-30
- Updated student and faculty display boards and managed student and faculty ID cards
- Created reports on Excel, edited student profiles on Campus Vue and learned PeopleSoft

HONORS AND AWARDS

- Dean’s List, Aurora University
- Honor’s Program student, Waubonsee Community College
- Sigma Tau Delta Honor Society member
- Phi Eta Sigma Honor Society member

ACTIVITIES

AU Spartan Media, Aurora University, Aurora, IL August 2020–May 2022

Reporter

- Interviewed faculty and students for student news articles
- Wrote articles ranging from news, arts and entertainment and opinion
- Worked independently and collaboratively with staff of 5-10 students
- Learned and applied APA Style
- Helped increase readership by 25% in Fall 2017 from previous year

Latin American Students Organization, Aurora University, Aurora, IL August 2020–May 2022

Member

- Participated in planning and carrying out retreats and events on campus
- Fundraised for retreats and conferences

Emma Swan

123 Storybrook Lane | Aurora, IL 60545
emmaswan@gmail.com | (630)-123-3210

OBJECTIVE

Highly responsible individual with excellent problem solving skills to gain knowledge and experience. Energetic work attitude, organized, and efficient with a high level of integrity. Extremely observant with great communication skills. Fluent in Spanish.

EDUCATION

Aurora University - Aurora, IL

May 2022

Bachelor of Arts in Criminal Justice

GPA: 3.5/4.0

Commercial Sexual Exploitation of Children Training Certification

September 2020

PROFESSIONAL EXPERIENCE

Storybrook County Court Services - *Intern* - Aurora, IL

June 2020 - August 2020

- Acquired knowledge of proper techniques of drug testing offenders on supervision
- Conducted probation appointments and interacted with defendants on supervision
- Strengthened and practiced interpersonal communication skills by becoming a keen observer, avid listener, and effective speaker
- Assisted LGBTQ - Equal Under Law Training session

WORK EXPERIENCE

JR Morgan Bank - *Branch Supervisor* - Aurora, IL

May 2018 - Present

- Build relationships with customers in order to learn and meet their banking needs
- Regularly exceed personal sales goals by 30%-45%
- Train tellers in banking operations such as withdrawals, deposits, loan payments, opening accounts/CDs and handling large amounts of cash
- Manage office communications (phone, letters, faxes, e-mails, and follow-ups)
- Supervise employees, schedules, training, and attendance

McDonalds - *Shift Manager* - Storybrook, IL

March 2015 - May 2018

- Monitored and supervised employees, trained employees in daily duties and maintained excellent customer service
- Processed cash, credit payments, and balance cash drawers
- Checked food expiration dates and upheld food sanitation requirements

COMMUNITY SERVICE

Feed My Starving Children - *Volunteer* - Aurora, IL

August 2018 - Present

- Pack over 20,000 nutritious meals for children

Storybrook Food Pantry - *Volunteer* - Aurora, IL

May 2018 - Present

- Welcome and greet families with a smile
- Serve over 200 hot meals during a 1 hour time frame during the holiday season

JAMES JAMESTON

4525 Morton Crossing Road • Hanover Park IL 60133 • 630.923.4441 • James.Jameston@gmail.com

Competitive ~ Confident ~ Adaptable

Finance professional who pays close attention to patterns and trends, supported by a conscious interest in cause and effect. This inspires an innovative mindset that can contribute to the creation of new strategies to promote success for a business, through the maximization of profits and extension of the customer base.

EDUCATION

Aurora University, Aurora, IL

Graduated May 2022

- Bachelor of Science in Finance
- GPA 3.68/4.0
- Research Project: Analyzed J.C. Penny Company Inc. (JCP) by doing a Company Overview, Financial Performances, Stock Market Risk and Return

SCHOLARSHIPS

- Presidential Transfer Scholarship for GPA
- Phi Theta Kappa Scholarship

INTERNSHIPS

Allstate Insurance: Mary Johnson Agency, North Aurora, IL

January 2021–June 2021

Cost Analyst

- Organized a marketing budget by prioritizing resources with the highest rate of return
- Performed cost-effectiveness analysis on two or more outcomes based on quality of service and financial benefits
- Calculated efficiency by researching new products or services and comparing to the original resource
- Analyzed monthly expenses, while trying to minimizing waste in order to maximize profits
- Effectively communicated with businesses and individuals to build a customer based business

Allstate Insurance: William Andre Agency, Algonquin, IL

May 2020–August 2020

Business Development

- Launched company reimbursements program recouping up to 50% of costs on company marketing initiatives
- Performed cost benefit analysis to determine the strengths and weaknesses of alternatives
- Cold calling businesses to offer referral programs to expand the book of business with more potential leads
- Analyzed weekly sales that were created with grids and charts that were reported to the owner of the agency
- Developed Facebook page to market the agency products and services, increased social media visibility by 15%

WORK EXPERIENCE

Red Lobster, Bloomingdale, IL

March 2018–November 2019

Server

- Met daily sales goals, ranging from \$625-\$750 based on a five-hour shift
- Provided excellent service and exceeded tip compensation of 25% or more
- Built guest retention by making personal connections and coupling positive attitude with quality service

INVOLVEMENT

Aurora University

Honors Society: Delta Mu Delta

- A national business honor society whose purpose is to recognize academic achievement by business students

College of DuPage

Honors Society: Phi Theta Kappa

- Students who meet academic standards and provides opportunities for the development of leadership and service

Darden

Employment Program: Giving Back to the Sea

- A program that benefits local food pantries and community kitchens

Mikaela Moss

555-555-0000 | MMoss07@email.com
www.linkedin.com/in/mikaelamoss

Enthusiastic • Motivated • Cooperative

EDUCATION

Aurora University, Aurora, IL

Graduated May 2022

Bachelor of Arts in Elementary Education

Minor in Special Education

GPA: 4.0/4.0

TEACHING EXPERIENCE

Freeman Elementary School, Aurora IL

Spring 2022 – Present

Student Teaching

- Co-Teaching in a 4th grade class with 26 students

John C. Dunham STEM Partnership School, Aurora IL

Fall 2021

Middle Methods Missions and Methods

- Built and presented a STEM and Social Studies unit plan to the 6th grade team of teachers and the principal
- Developed all presentations, lesson plans, and activity materials required for three lessons
- Collaborated with two other group members to create 10 engaging lesson plans about the Middle Ages and the Renaissance for 6th grade students

Freeman Elementary School, Aurora IL

June 2019 – July 2021

Communities in Schools

- Nominated and awarded for being an Outstanding Student Leader
- Implemented art lessons twice a week and created engaging and meaningful projects for the students
- Managed a class of 15 students during the summer and served as the head teacher in the classroom
- Helped to create one of the most productive and successful MyTime after school and summer programs in the Aurora school district according to the head director Mary Smith
- Supervised students while traveling and exploring different field trip sites throughout the summer camp
- Managed approximately 150 students per lunch period 4 times a day, while also enforcing cafeteria rules and expectations to maintain a welcoming environment
- Assisted approximately 60-70 students with their homework during after school hours

WORK EXPERIENCE

Aurora University, Aurora, IL

Fall 2021

Student Career Specialist

- Worked one-on-one with college students in regards to their resume and/or cover letter
- Scheduled student and alumni appointments via email, phone call, or in person with a welcoming and friendly attitude

Smith-Jones Family, St. Charles, IL

Spring 2020 – Present

Nanny

- Nanny a family of three children on a weekly basis
- Help children finish their homework, create healthy and well balanced meals, and play with the children
- Responsible for creating different math, reading, and writing activities on a daily basis during the summer

Mari Patel

990 Randall Road | North Aurora, IL 60100 | 630-555-5555 | Mari.Patel@gmail.com

SUMMARY

Compassionate nursing student with strong clinical skills including IVs, vital signs, and client/patient assessment. BLS (CPR/AED) for Healthcare Provider Certified. Able to accurately document, chart and look up information on EMR (Electronic Medical Record) Multilingual: fluent English and Hindi, conversational Spanish.

EDUCATION

Aurora University, Aurora, IL May 2021
Bachelor of Science in Nursing
Minors: Biology, Psychology
GPA: 3.472/4.0

Dean's List Spring 2017, Fall 2017, Spring 2018
Psi Chi Psychology Honors Society
Phi Eta Sigma Honors Society

CLINICAL EXPERIENCE

Linden Oaks, Naperville, IL March 2021 – May 2021
Inpatient Psychiatric Unit

Adventist LaGrange Hospital, LaGrange, IL January 2021–February 2021
Medical / Oncology Unit

Lurie Children's Hospital, Chicago, IL November 2020 – December 2020
Pediatric / Orthopedic Unit

Advocate Good Samaritan Hospital, Downers Grove, IL September 2020 – October 2020
Medical / Surg.

EXPERIENCE

Office of Student Activities, Aurora University, Aurora, IL August 2019 – Present
Student Worker

- Properly check out equipment (games, paint, billiards supplies, etc.) to students and staff
- Fulfill clerical duties such as answering and transferring calls as well as filing documents, delivery of documents from the office to other departments in a confidential manner
- Create, hang, or distribute posters and fliers throughout the school to promote events hosted by the Activities Programming Board/ Office of Student Activities

ACTIVITIES

Student Nursing Association, Aurora University, Aurora IL September 2018 – Present
Member (August 2016 – May 2017)

- Coordinate and participate in Blood Donor drives with 43 donors participating in 2017 and 62 donors in 2016, the highest participation within the last 5 years

Treasurer (August 2017 – May 2018)

- Encourage participation in fund raising projects including sales of AU/RN clothing

Vice President (August 2018 – present)

- Manage social media including Facebook group

Aurora University Science Organization, January 2019 – Present
Aurora University, Aurora IL
Member (August 2016– May 2017)
Vice President (May 2017 – May 2018)

- Served as Co-Chair for annual 5k Run/Walk, raising funds for Habitat for Humanity, event raised \$2,300 in 2017

