

FIRST & LAST NAME

[View Home Address Guidelines](#) | professional.email@gmail.com | 304-555-1234

EDUCATION, HONORS & CERTIFICATIONS

Bachelor of Speech Pathology and Audiology Minor - Business Administration

Expected: May XXXX

West Virginia University, Morgantown, WV

- GPA 3.8
- President's List and Dean's List (all enrolled semesters)

CPR & First Aid

June XXXX–Present

Monongalia General Hospital, Morgantown, WV

INTERNSHIP & OBSERVATION EXPERIENCE

Business Development Intern

August XXXX–May XXXX

Mon General Hospital, Morgantown, WV

- Performed market research to qualify new business opportunities
- Helped collect and record data for metrics records and future budget plans
- Assisted with organizing background information for Executive Health Program
- Prepared and tracked forms on a daily and monthly basis

Undergraduate Research Assistant

January XXXX–May XXXX

WVU Department of Communication Sciences and Disorders, Morgantown, WV

- Assisted with data collection and input for study records
- Prepared materials for submission to granting agencies and foundations
- Attended area seminars as necessary

Speech Pathology and Audiology Student Observer

May XXXX–August XXXX

Ruby Memorial Hospital, Morgantown, WV

- Completed 25 clinical observation hours in the ENT Clinic
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WORK EXPERIENCE

Undergraduate Student Worker

August XXXX–May XXXX

WVU College of Business and Economics, Morgantown, WV

- Responded to phone, walk-in and email inquirers relative to college visits
- Assisted with mailings and other admissions projects as needed
- Confirmed appointments with alumni for speaking engagements

Front Desk Assistant (part-time)

July XXXX–August XXXX

YMCA, Charleston, WV

- Operated cash register, signed in guests and recorded equipment rentals
 - Provided excellent customer service skills and cross-trained new employees
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COMMUNITY SERVICE

Stepping Stones

March XXXX—Present

Volunteer

- Mentor children and adults with disabilities through recreation and personal development activities
- Participate in events such as Car Raffle (fundraising), Trunk or Treat (outreach), Special Olympics practice and Miss Ability Pageant