

Suzie Sanchez

suzie@university.edu

Permanent Address

Street
City, State, ZIP

University Address

Street
City, State, ZIP

EDUCATION

Any University, USA

September 2005 – Present

- Bachelor of Arts in Anthropology
- Concentration in Museum Administration, Archives and Historic Preservation
- GPA 3.65

Relevant Course Work

- Principles of Anthropology
- Archive Administration
- Historic Preservation Planning

LEADERSHIP AND AWARDS

National Society of Collegiate Scholars

Members of this organization recognize the academic achievement of university students, and encourage its members to engage in activities directed towards serving the community.

Community Service Scholarship and Award

Received the Community Service Scholarship and Award for outstanding public service, 2006.

WORK EXPERIENCE

College Planned Giving Telethon, Anywhere, USA

September 2005– present

Phone Consultant

- Solicited donations from university alumni
- Met preset call volume goals
- Developed excellent customer service skills

The U.S. Historical Site, Anywhere, USA

June–August 2007

Summer Intern

- Assisted with exhibitions
- Produced helpful information sheets
- Answered visitor inquiries

Adventure Learning Center, Anywhere, USA

June–August 2006

Teacher's Assistant

- Created a safe and fun learning environment for children between the ages of 3-4 years old
- Implemented indoor and outdoor activities and educational lessons
- Demonstrated patience and understanding while caring for children

SKILLS AND INTEREST

- **Languages:** Proficient in Spanish, Beginner French
- **Computer Skills:** Proficient in Microsoft Word, PowerPoint and Excel
- **Special Interests:** Theater, Running, Research