

# NAME

LeTourneau University, P.O. Box 7001, Longview, TX 75607

email address

(xxx) xxx-xxxx

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Seeking a career opportunity as a .....Am offering experience in leadership, events organization, and activity planning. Also have experience in creating monthly newsletters.

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**EDUCATION:** B.A. Christian Ministry-Leadership (date)  
Minors in Biblical Studies  
LeTourneau University, Longview, TX  
GPA:

**SKILLS PROFILE:** **Leadership:** Have held several leadership positions while a college student. Have served as a Residence Assistant for a floor of 25 women. Led various women's Bible studies and floor devotionals. Served as a member of Cast and Crew, which is a Christian Ministry performance group which presents dramas/skits for church groups, schools, and university chapels. Have also sponsored local church youth attending camps, retreats, and recreational events.

**Communications:** Fluent in Spanish. Have developed strong communication skills working with students, administration, and supervisors through campus activities and my leadership roles. Developed skills and confidence in public speaking and cross cultural communications.

**Computer:** Proficient in Microsoft Word, Excel, and PowerPoint. Have experience with Media Shout and creating and editing videos. Ability to learn new software programs quickly.

**HIGHLIGHTS:** Dean's List  
Honors Scholarship  
Longview Blitz (school sponsored community service projects for clean-up of low income neighborhoods, visitations to nursing home, and yard work for local churches)  
Served as Camp Counselor for church camp (6 summers)  
Participated in medical missions trip to Costa Rica (provided dental care, eye examinations and supplied them with appropriate glasses)

**EXPERIENCE:** **Student Assistant:** *University Bible Department, Longview, TX (dates)*

- Grade papers for professor, provide timely feedback, accurately review assignments, and provide confidentiality.

**Extended Care Teacher:** *School for Little Children, Longview, TX (dates)*

- Provided afterschool child care, supervised snack times, music times, and play times. Also communicated with parents about problems or potential problems.

**Admissions Assistant/Switchboard Operator:** *LeTourneau University, Longview, TX (dates)*

- Organized and created student files, answered and directed phone calls to appropriate persons.
- Served as campus tour guide for prospective students and parents.
- Responded to prospective student's emails and provided information.

**Resident Assistant:** *LeTourneau University, Longview, TX (dates)*

- Provided guidance, mentorship, and supervision for a floor of 25 women.
- Organized events, provided financial management of floor funds, served as liaison between students and administration in discipline issues.

**Children's Ministry Intern:** *First Baptist Church, Henderson, TX (dates7)*

- Organized camps for elementary age groups,
- Planned Wednesday night activities, organized files and storage rooms and interacted with staff members.
- Administrative data entry.

**Secretary:** *Trinity United Methodist Church, Snyder, TX (dates)*

- Created monthly newsletters, and put together weekly church bulletins, answered phones and directed office traffic.