

Anita R. Internship

123 State Street * City, IA 50XXX * ainternship@yahoo.com

EDUCATION

University of Dubuque, Dubuque, IA
Bachelor of Science, *Physical Education* (May 20XX)
Endorsement, Coaching (K-12)

- 3.70/4.0 GPA

CERTIFICATIONS

CPR, Child and Infant
CPR, Adult
First Aid/AED

CAREER RELATED EXPERIENCE

Sports Programming Intern

Summer 20XX

YMCA, Dubuque, IA

- Positively represented YMCA to local community, opened, closed, and cleaned facilities
- Tracked youth sports program sign ups to schedule games and tournaments
- Acted as liaison to community by soliciting youth sports sponsorships from local businesses
- Marketed volunteer program to local community
- Refereed youth sports, assuming adherence to proper safety standards and YMCA values

Receptionist

August 20XX to Present

Student Health Center, Dubuque, IA

- Scheduled individual appointments and organized patient charts with professional discretion
- Processed payments for services and tracked day to day finances
- Created informational displays about cold and flue prevention
- Simplified training by compiling procedures into new Human Resources Training Manual

Student Worker

May 20XX to August 20XX

Recreation Center, Dubuque, IA

- Assisted coaches by typing rosters and organizing equipment prior to sporting events
- Planned 10 football recruitment events with team of 4 students
- Participated in annual team fundraiser, like community barbeque and season ticket sales

CAMPUS & COMMUNITY INVOLVEMENT

Drama Club, President

August 20XX to Present

- Co-wrote, and directed two short comedy plays, attended by over 70 students and faculty

Tennis Team

August 20XX to Present

- Recipient of *Hardest Working Player*, awarded by vote from team members and coaches
- Maintained strong GPA throughout season while balancing six hours of practice each week and traveling to meets every weekend

Special Olympics, Volunteer

April 20XX, April 20XX

Campus Clean up, Volunteer

September 20XX