

Rhonda Resident

5512 Hazelwood Blvd
Deerfield Beach, FL
(561) 555-1764
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EDUCATION

Bachelor of Arts in Political Science

Florida Atlantic University

Expected May 20XX

Boca Raton, FL

Relevant Coursework:

Issues in American Politics, Urban Politics, Policymaking an Administration, Advanced Diplomacy, Comparative Politics, Government of the USA

EXPERIENCE

Resident Assistant

Florida Atlantic University

August 20XX - Present

Boca Raton, FL

- Established a comfortable and positive living environment with the intent of linking the community, faculty, and residents
- Addressed student needs by actively listening, responding, and resolving conflicts among residents
- Encouraged academic excellence by providing information about university services purposed towards assisting students in education pursuits
- Collaborated with multiple campus offices such as counseling, campus security, maintenance, admissions, etc. to ensure student needs were understood and accommodated accordingly
- Marketed student-centered events that emphasized student involvement and promoted social, emotional, and educational growth

Volunteer

Boca Raton Library

July 20XX – September 20XX

Boca Raton, FL

- Maintained cleanliness and neatness of public areas through the organization and restocking of materials
- Compiled and ordered books and multimedia materials with accuracy to ensure objects were easy to find and use
- Supervised young adult events with purpose of maintaining order, answering questions, assisting in the implementation and preparation of activities, and tidying up the event room afterwards

MEMBERSHIPS

Mission Green Student Association, ***Member***

20XX

Phi Kappa Phi Honor Society, ***Member***

20XX

LANGUAGES

Proficient in Italian