

# FIRST LAST

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## EDUCATION

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**[REDACTED]**, [Redacted], VA

Jan. 2020

*Bachelor of Science, magna cum laude, in Psychology; Minor in Public Health*

GPA: 3.75

Honors: Dean's List (for a semester GPA of 3.6+ while taking 12+ credits), Spring 2017, Spring 2018, Fall 2018, Fall 2019  
Initiative of the Month Winner (for outstanding work to make the community and residence halls more welcoming and inclusive spaces), Fall 2018

Capstone: "[Redacted]"

*Conducted psychological study on the relationship between social media use, close relationships, and self-esteem levels in college students.*

## EXPERIENCE

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**CARMAX**, [Redacted], VA

Feb. 2021 – July 2021

*Business Office Associate (40 hrs/week)*

- Provide customer experience: maintain coverage at information desk, manage multi-phone system, guide customers through legal paperwork for purchasing and selling vehicles, and complete administrative tasks in support of other departments

**SELF-EMPLOYED**, [Redacted], VA

June 2020 – Dec. 2020

*Writing Consultant (20 hrs/week)*

- Guide high school students through the college application process and assist in writing admissions essays

**[REDACTED] LAW**, [Redacted], VA

Feb. 2020 – May 2020

*Legal Assistant (30 hrs/week)*

- Assist with ~40 chapter 7 bankruptcy cases: conduct legal research, draft motions, review financial records, manage bankruptcy petition documents, and prepare case files for trial
- Led initiative to digitize 300+ legal, financial, and client files dating back more than ten years

**OFFICE OF SENATOR [REDACTED]**, Washington, D.C.

Dec. 2019 – Feb. 2020

*Intern (45 hrs/week)*

- Researched issues such as maternal health and foreign policy to assist legislative assistants in drafting bills and amendments
- Drafted staffer correspondence letters, attended committee hearings, answered constituent questions, and led Capitol tours
- Compiled binder for Senator of evidence and findings at House impeachment trial for his use at the Senate's half of the trial

**[REDACTED] RESIDENCE LIFE**, [Redacted], VA

Aug. 2017 – Dec. 2019

*Community Advocate, Center for Community Development (15 hrs/week)*

- Served as a 24/7 resource to students, led responses to campus emergencies, and maintained social media accounts
- Planned and executed programs to benefit the community, including a card-writing initiative with a local senior center

**CARE.COM**, [Redacted], VA

*Nanny (20 hrs/week)*

Mar. 2016 – Sept. 2018

- Provided care for children ages 0-12; prepared meals, helped with homework, administered medication, and provided rides

## LEADERSHIP/ACTIVITIES

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**SWASTHA NEPAL**, [Redacted], VA

Fall 2017 – Fall 2019

*President (Spring 2019 – Fall 2019, 9 hrs/week)*

- Planned and executed events to raise funds for and generate awareness of healthcare issues in Southeast Asia
- Liaised between NGOs, the group's faculty sponsor, and members to plan volunteer missions in Nepal
- Facilitated research on the relationship between public policy, gender roles, and health outcomes of women in Nepal

*Secretary (Spring 2018 – Fall 2018, 4 hrs/week)*

- Recorded meeting minutes, reserved equipment for group events, and planned teambuilding social gatherings

**OFFICE OF FIRST YEAR EXPERIENCE, [Redacted], VA**

Spring 2017 – Fall 2019

*Peer Advisor (5 hrs/week)*

- Taught annual two-week course to incoming freshmen on academic policy and regulation
- Provided support sessions to new students to help them brainstorm majors and plan course schedules

**STUDENTS FOR ANIMALS, [Redacted], VA**

Spring 2017 – Fall 2019

*Vice President (Spring 2018 – Spring 2019, 6 hrs/week)*

- Led group meetings to coordinate volunteer opportunities, promote events, and educate members on issues of animal cruelty
- Organized semi-monthly programs, such as environmental film screenings, vegan cooking nights, and tabling initiatives
- Coordinated month-long Cruelty-Free Campus Campaign; secured animal-friendly health, beauty, and cleaning product donations from 200+ local businesses and distributed them around campus

*Secretary (Spring 2017 – Fall 2017, 4 hrs/week)*

- Recorded meeting minutes, managed social media, and served as primary contact to university and volunteer locations

**STUDENT CONDUCT COUNCIL, [Redacted], VA**

Fall 2018 – Spring 2019

*Council Member (Spring 2019, 5-10 hrs/week)*

- Heard and adjudicated charges of alleged student misconduct and provided rationale for decisions
- Led outreach initiatives for disciplined students to help them stay on track to be reinstated in good standing

*Appeals Committee Member (Fall 2018, 3 hrs/week)*

- Heard and adjudicated appeals of decisions by the Student Conduct Council and Honor Conduct Council

**[REDACTED SORORITY], [Redacted], VA**

Fall 2016 – Fall 2018

*President of Housing (Spring 2018 – Fall 2018, 10 hrs/week)*

- Administered resident leases, ensured house was at full occupancy, and enforced university housing and sorority policies
- Created custom house rules and procedures, including fines for damages, specific roommate agreements, and a chore wheel
- Planned and executed sorority events such as alumni networking brunches, movie nights, and new member open houses

*Policy & Standards Board Member (Spring 2017 – Fall 2017, 6 hrs/week):*

- Led presentations on sorority policies and ruled on cases of behaviors that violated such policies or university standards
- Updated bylaws to include provisions for consideration of extenuating circumstances in making academic probation rulings

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**VOLUNTEERING**

**[REDACTED] CARES, [Redacted], VA**

Aug. 2020 – Present

*Volunteer (10 hrs/week)*

- Distribute food, clothes, and other basic necessities to indigent individuals in the local community

**MENTAL HEALTH [REDACTED], [Redacted], VA**

Aug. 2018 – Oct. 2019

*Collegiate Mental Health [Redacted] Council Member (8 hrs/week)*

- Collaborated with peer council members to discuss and generate ideas to improve mental health on college campuses
- Prepared report and interview series on how to create comprehensive, sustainable, and engaging mental health services
- Led the “Brown Hall Project,” an initiative to build wellness rooms in residence halls as safe spaces for students

**THE ARC OF GREATER [REDACTED], [Redacted], VA**

Sep. 2016 – Jan. 2019

*Literacy Tutor (2 hrs/week)*

- Tutored adults with developmental disabilities biweekly to help them improve reading skills and develop passion for literacy

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**PERSONAL**

Languages: Hindi (native); Spanish (conversational)

Interests: Whitewater rafting; Oil painting; Animal and pet care; Hot yoga; Basketball; Travel (21 countries)