

Madison Minutes

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School Address:

250 Sunset
Charleston, IL 61920
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Permanent Address:

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Peoria, IL 61111
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Objective To obtain an internship in a museum working with Southern history exhibitions and collections, which will incorporate academic interests, interpersonal skills, and research experience.

Education **Bachelor of Arts, History, May 20xx**
Eastern Illinois University, Charleston, IL
Overall GPA: 3.53/4.0

Computer Skills: Excel, Word, Power Point, Access

Research: Conducted in-depth study on the history of southern mansions built in the 1920's. Developed a 30 page report and presented to Athens-Clarke Heritage Foundation.

Related Courses: American Architecture, Historic Preservation Perspectives, The American South

Honors: Hope Scholarship, Dean's List (3 semesters), National Residence Hall Honorary

Work Experience **Resident Assistant, August 20xx-Present**
Eastern Illinois University, Charleston, IL

- Plan and implement educational programs for students
- Explain, interpret, and enforce college housing policies
- Participate in bi-weekly staff meetings
- Assist in advisement and counseling of students
- Completed an annual facility inventory and report

Waitress, (Summers) 20xx-Present

Outback Steakhouse, Peoria, IL

- Provide customer service in a fast paced environment
- Answer customer questions and resolve issues
- Develop knowledge of menu in order to assist customers
- Work as part of a team, collaborating on new initiatives to provide better service

Activities **Athens-Clarke Heritage Foundation, Volunteer**

- Provided tours of area homes

Illinois Museum of Art, Volunteer

- Served as tour guide

Delta Gamma Sorority, Philanthropic Chair

- Coordinated fundraising programs for area non-profits

Phi Alpha Theta, Member