

Jasmine D. Santos

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OBJECTIVE: Seeking a position in a nonprofit agency that will utilize my interpersonal skills, creativity and commitment to social justice issues.

EDUCATION: **University of Maryland, Baltimore County (UMBC)**
Double Major: Anthropology, Africana Studies
Expected Date of Graduation: December, 20xx
GPA: 3.25

SKILLS: Microsoft Office: Word, Excel, PowerPoint, Access

WORK EXPERIENCE:

Resident Assistant *Fall 20xx-Present*
Department of Residential Life, UMBC, Baltimore, MD

- Encourage and maintain a community atmosphere where the rights and responsibilities of residents are held in high regards.
- Assist with hall/community administrative operations.
- Act as a liaison in explaining University policies to residents.
- Help students build communication and interpersonal relationship skills and establish objectives in this area.
- Plan and participate in programs that foster community.

Supervisor, Student Telecounseling Admissions Representative (S.T.A.R.S.) *Spring 20xx-Present*
Department of Admissions, UMBC, Baltimore, MD

- Supervise S.T.A.R.S. as they encourage prospective students and their families to consider attending UMBC.
- Prepare statistical reports of the disposition of applicants and weekly calls made by student representatives.
- Accurately complete payroll documentation for S.T.A.R.S.

Charity Ambassador *Summer 20xx*
Fundraising Initiatives Inc., Arlington, VA

- Researched, identified and contacted potential donors for children's villages' charity which is part of a world relief agency. Secured \$50,000 of donations during summer 20xx.
- Wrote copy for information materials used to solicit donors; worked with graphic artist to brand materials.
- Organized three fundraising events at local hotels for a total of 300 potential donors.

Office Automation Clerk *20xx – 20xx*
U.S. Environmental Protection Agency, Washington, DC

- Provided a wide range of administrative assistance and maintained files of information given to agency visitors.
- Operated high profile and very busy front desk; assisted with ongoing administrative projects

ACTIVITIES:

Anthropology Council of Majors, President, 20xx-20xx
NAACP – UMBC Chapter, Vice President, 20xx-20xx