

GUIDE TO RESUME WRITING



RUSSELL
SAGE
COLLEGE
CAREER AND
SELF-DISCOVERY CENTER

Russell Sage College – Career & Self-Discovery Center

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Hours: 8:30AM - 5:00PM, Monday through Friday

Walk-ins Welcome!

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Recruiters, Employers, and Your Resume

Research has been done to see what recruiters look for when reviewing resumes and how long they spend reviewing a resume. It was found that recruiters and employers only spend about **6 to 7 seconds** reviewing one resume and make their initial decision as to whether the candidate is a fit or not. This research shows the importance of a targeted, concise resume with no extra and/or outdated information. The key information that recruiters and employers see in those 6 to 7 seconds include:

- First Name/Preferred Name and Last Name
- Current/Most recent employer
- Current/Most recent position, with start/end dates
- Previous position, with start/end dates
- Education
- Heading/Contact information (email, phone, etc.)

Who Reads Your Resume and What They Look For

Your resume can be read by different individuals, it depends on the organization. Usually these individuals include an initial screener, a member of the Human Resources team, the hiring manager, and members of the hiring team. Each individual will be looking for different things based on their needs and areas of focus. Employers/recruiters also want to see **keywords** that are listed in the job description.

Initial Screener:

Your resume may be reviewed by an initial screener who will look for specific details to make sure that your resume matches the position requirement and needs of the organization. The goal of this initial screening is to reduce the number of applications that they will have to review fully. Some of the information an initial screener will look for include:

- Are you located where the job is located?
- Do you have the required degree/education and/or certifications?
- Do you have experience in line with the job requirements? Do you have related experience?

Recruiter:

For this section, we will refer to a recruiter as someone who works for a third party (head hunter, staffing agency, etc.) that is assisting the employer in identifying and selecting the best candidate for their open position. Many organizations are utilizing staffing agencies or head hunters because it is what they specialize in, finding the best fit. It costs time, money, and resources for an employer to hire. Using an agency allows the company to pay a fee and let the recruiter do the work.

Recruiters are *experts* in the finding, attracting, and screening applicants for open positions. Recruiters manage the entire talent acquisition process from end-to-end. This can include advertising the job opening, reviewing resumes, interviewing candidates and working with hiring managers to find the right fit. Once a qualified candidate is selected, they are presented to the hiring manager for consideration. It is important to be aware of this strategy and onboarding process as you navigate your job search.

Applicant Tracking Software (ATS):

Increasingly, the initial scan is performed by an Applicant Tracking Software (ATS), software designed to help recruit employees more efficiently. It is estimated that more than 85% of all mid-sized companies and almost all large companies use some version of an ATS. These systems use keyword searches to find candidates that most closely match the requirements of the position that you are applying to. To increase your chances of having your resume run through the ATS and make it to a human's desk, use some of the keywords in the job description.

Do **not** use a resume template from Word, Docs, or the Internet. These often have a formatting structure that is too complex for an Applicant Tracking System.

Human Resources:

Whether the initial screen is electronic or human, the next individual to review your resume is likely to be from the Human Resources office. They will look for the following information:

- Do you have the skills, education, and experience to do the job well?
- Will you be a good fit with the company culture?
- Are there any red flags with your application?

- Did you complete all the steps in the application process? Did you follow directions?

Human Resources may review how long you held each position in your previous employment. Having a number of jobs in a short timeframe or gaps of employment still has the potential to be viewed as a red flag, indicating that as a candidate, you “hop jobs,” or are unable to stay in one position for a long period of time. This assumption of “job hopping” has decreased over time, as more and more employers become aware of individuals that leave positions for growth opportunities, but it is still out there. The Human Resources professionals will also review spelling, grammar and punctuation on your resume.

Hiring Manager:

Another type of reviewer could be the hiring manager. This individual will examine your past employment, education, and look at you as a candidate as a whole. They will also try to determine whether you would be a good fit for the position and whether you would work well with the team or department. This is the person who will most likely be the decider in who gets selected for the position.

Members of the Hiring Committee:

This group of individuals will review your resume to make sure your skills match the needs of the job. They are also assessing your fit with the company and the team. They will likely review your social media presence. The hiring committee will typically include members from various departments or units of the organization. They are there to ensure all angles and perspectives are covered in creating a diverse and inclusive work environment.

Resume Content & Formatting

There are a few acceptable ways to organize the content and information on your resume. It is important to note that resume writing is not a “one size fits all” process. You should review and explore different resume styles (reverse chronological, functional, combination are the most common) before deciding which fits your qualifications and experience. You should also meet with the Career Center to ensure your resume is the best reflection of your skillset before sending it out to employers. Most student and graduate resumes are formatted in reverse chronological order, meaning the most recent experiences or degrees should be listed first.

How you choose to order and name the sections may change depending on your experience and what the position that you are applying to is. A recent alumna/alumnus with a few years of experience could start with the “Education” section, whereas an alumna/alumnus who has been out of school for more than a few years could begin with a “Relevant Experience” or tailored header section.

It is very important to pay attention to the job description for the position that you are applying to when creating your resume. Your resume should be tailored to every position that you apply to. All of the information on your resume should be relevant and related to the position that you are applying for. You may end up with multiple versions of your resume if you are applying for positions in various industries, and that is okay.

Here are some details regarding the content that you may include on your resume:

Header: In this section, be sure to include your name (3-4 font sizes bigger than the rest of your document), a professional email address (preferable if it has your name in it, do not use a family or shared email address), and cell phone number. You should also list your address, providing only the city, state, and zip code in which you reside. It is no longer expected or necessary to include your entire address as this is an issue of privacy as an applicant.

Professional Summary: This is optional. Also known as a Summary of Qualifications or Summary Statement, we recommend that you use this section only if you have three or more years of experience in the industry. If you include a summary, make it concise, use metrics, and target it to the job description, using bullet points or three to four sentences. You may also wish to incorporate soft skills in your summary such as critical thinking, leadership, and team building experience. Your summary should be well written and encourage the reader to read more about your experience.

Education: List your most recent degree, or a degree in progress first. After that, list your degree from Russell Sage College (use Sage College of Albany, Sage Graduate Schools, or The Sage Colleges if you graduated before May 2020). It is important to note that the name has officially changed to just Russell Sage College, so be sure to include that, as seen below. Include the degree name and major, month and year of your graduation, and the city and state of the college or university. If you studied abroad, include that information as well.

Ex. **Master of Science, Occupational Therapy**, December 2020
Sage Graduate School (Russell Sage College), Troy, NY

Bachelor of Science, Applied Biology, May 2018
Sage College of Albany (Russell Sage College), Albany, NY

At Russell Sage College, you could have earned a Bachelor of Arts, Bachelor of Science, Bachelor of Professional Studies, Bachelor of Fine Arts, Bachelor of Business Administration, or a Post-Baccalaureate Certificate. Graduate students could have gotten a Master of Science, Master of Arts, Master of Business Administration, Master of Science in Education, Doctor of Education, Doctor of Nursing Science, Doctor of Physical Therapy, or an Advanced Certificate. There may be a few degrees that are not listed above that are no longer offered at Russell Sage College. It is essential that you list the correct name of your degree program. Refer to our website if you have doubts/questions about your program.

Major/Minor/Concentration/Pathway: List your major after your degree (see our sample resumes for examples of each of these). Your minor can go after that, or on one of the lines below your degree and major. If you are in a pathway or accelerated program (BA/BS and MS, Occupational Therapy 3+2, Accelerated MBA, etc.), you can also list that under the degree name and college.

Ex. **Bachelor of Science in Health Sciences**, May 2022
Russell Sage College, Troy, New York
Accelerated Pathway Program into Doctor of Physical Therapy Program

Date of Graduation: You must list the month and year of your graduation. You may spell the month out (May 2020) or use numbers to document your month and year of graduation (05/2020). If you do not include this information, an employer will be curious as to why you left it off. Keep it consistent. If you are listing the month and year of your employment and experiences, you should do the same here. If you choose to spell out the month, it should be spelled out in your experience sections as well (same as if you choose to use numbers).

Relevant Coursework:

Many ATS systems utilize keywords to select resumes out of the applicant pool. These software systems are programmed to look for certain criteria and credentials. If your resume is missing them or does not include the keywords, it will not be selected or chosen by the system, even if you have the experience! At times, the names of coursework could very well be keywords for ATS systems. For example, if the job description states “must have knowledge of the justice system” the ATS may have been given the directive to select every applicant with the word “justice” on their resume. Listing “Restorative Justice” and “Criminal Justice Functions & Processes” (even if you have no direct experience in the field) will help your resume be selected by the ATS.

GPA:

When listing your GPA, you want to be careful. While a 3.2 is good, it’s not better than a 3.9 or 4.0. Listing your GPA on your resume allows employers to compare you to other applicants based on others who chose to list their GPA as well. For many jobs, it doesn’t matter if you received a 4.0 or a 3.0, what matters is that you have the degree. Here is an example: You list your GPA of 3.6 on your resume. This is a great GPA and means you took your studies very seriously. You also have good experience and a well formatted resume. However, another candidate with the same qualifications as you received a 3.9. On paper, they appear more qualified or a “better” candidate. Not listing your GPA doesn’t allow for the employer to make these assumptions. The Career Center does not recommend listing a GPA that is less than a 3.5, and if the application doesn’t ask for it, it might not be needed. Sometimes it is best to not include it at all.

Relevant Experience: It is important that you highlight your most related experience(s) that you have to the position that you are applying to on the top ¼ of your resume, even if it is not your most recent position (this is considered a functional style resume). You can title this section whatever you would like to make it more tailored, such as “Customer Service Experience”, “Professional School Counseling Experience”, or something along those lines.

Additional Experience: If you have additional experience(s) that add to your professional story, then add these experiences in a different section. Depending on space available, these positions may or may not have bulleted statements.

Collegiate Athletics: If you were a member of a Sage athletic team, this is a great item to add to your resume for up to about 10 years. Think of your position on the team as being a “Member” and/or “Captain” when listing this experience on your resume.

Skills: The skills section can look different depending on what types of career skills you have. These skills can be computer skills, language skills, etc. Here is an example of how you can list your skills. Be careful to not only list soft skills or basic (expected) computer skills such as Microsoft and/or Google products.

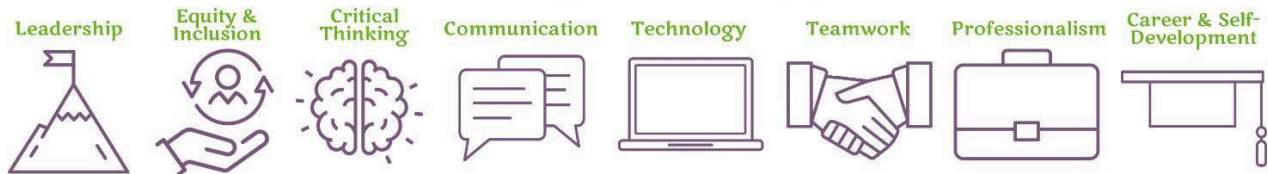
Ex. Skills

Language: Fluent in written and oral French, beginner knowledge of American Sign Language

Computer: SPSS, Customer Relationship Management, EHR

The **National Association of Colleges and Employers (NACE)** conducted surveys from companies across the United States to see what skills they are looking for in candidates that are applying to positions (see image directly below). While a lot of these are soft skills, you do not want to list these skills under the “Skills” section. Employers want you to demonstrate these skills in your bullet points that you have for relevant positions.

Here are the 8 top skills that employers are looking for in applicants



Key Elements that make an Attractive Resume:

Targeted: Demonstrate your fit for the position by including keywords, qualifications, and skills that make you uniquely qualified for each position that you apply to based on the job description provided.

Concise: Most employers/recruiters will only read the top half of your resume the first couple of times they look at it. Be sure to include the most important information on the top ½ and anything else listed will be purely supplemental. Remember, they only spend 6 to 7 seconds reviewing your resume the first time!

If you have a two page resume, know that an employer may not read the entire document until you are one of the final applicants that has been selected to interview. If you have a two page resume, your first page should be able to stand alone and provide insight into why you are a good fit for the position.

Error-free: There should be no errors on your resume. Read it out loud and check for errors or awkward phrasing. Also, have the Career Center staff review it!

Well Formatted: Employers and recruiters like to see a clean, professional resume. Do not include text boxes, columns that divide sections across the document like is commonly seen in templates, or creative formatting. Keep it simple and classic- black and white font, one professional font throughout the entire document, and no color.

Other: There may be other sections that you wish to add to your resume such as “Professional Development”, “Publications”, “Leadership Experience”, “Volunteer Experience” etc. Please consult a member of the Career & Self-Discovery Center for more information about this.

References: Your references should be on a different page. Please see our handout on how to format your reference list and who counts as a reference.

Resume Example Tips

The example below gives insight into what the key components of a resume are.

Keep your margins the same all the way around the document. The margins should be between .5 and 1 inch.

List your name and contact information at the top of your resume. Your name should be at least two font sizes bigger than the rest of the text. Your personal email (as long as it is appropriate) or Sage email can be used.

Cara Bow-Chu

Bennington, Vermont 05201 · CaraBowChu@gmail.com · (276) 555-0201

EDUCATION

Bachelor of Science in Psychology, May 2022
Russell Sage College, Troy, New York

Be sure to keep consistent formatting when listing the details of your experiences. For example, if the position title and your degree is in bold and italics, all other position titles on the resume should also be bolded and italicized.

The first section after the heading is typically education. List the full name of your degree (**Bachelor** of Science, not *Bachelors* of Science), full college name, and the month and year of your expected graduation. You may list your GPA if it is 3.5 or higher.

WORK EXPERIENCE

Swim Instructor, Camp Green Mountain, Bennington, Vermont
Summer 2017 & 2018

- Supervised and trained a staff of five junior swim instructors; Coordinated schedules for staff
- Led swim lessons for 40 to 50 children, aged 5 to 15, multiple times a day
- Created and implemented fun and engaging activities for children to participate in
- Engaged the children to foster a safe and fun learning environment

Quantify when possible. This shows off specific skill sets and gives insight into what you have accomplished/can do.

See the list of sample verbs to use for your bulleted statements. Use present tense verbs for positions that you currently hold, and past tense verbs for positions you are no longer in.

Keep the formatting of the dates the same. Spell out the name of the months- general format is Month Year-Month Year or Month Year-Present. You can also use numbers. You can use seasons as well to denote time frames (ex. Summer 2018).

Each section on your resume can be customized based off of your experiences. For example, if you do not have much work experience, you can list your involvement in volunteering, on campus groups, athletics etc. The title of the section should reflect the content.

CAMPUS INVOLVEMENT

Member, Hiking/Outdoor Club, Russell Sage College, Albany, New York
August 2019-Present

- Participate in hikes and outdoor adventures with the Adirondack Hiking Club in the Adirondack Park and surrounding areas around the Capital Region
- Promote the club to fellow classmates on campus

SKILLS

Computer: Microsoft Word, Powerpoint, & Excel; Google Docs, Sheets & Slides
Language: Proficient in oral Arabic

It is preferred that the skills section should list hard skills and not soft skills. These sections can list hard skills in areas such as foreign languages, research tools (such as SPSS), laboratory skills, and computer skills. Soft skills such as “team player, communication, leadership” are important skills to have, but should be woven into your position descriptions or summary, not in the skills section.

Writing Action Oriented Statements

In the bulleted action statements that will follow many of your experiences on your resume, it is important to emphasize the skills, responsibilities, and accomplishments. When developing a bulleted action statement, you want to make sure to answer the following questions:

TASK / WHAT

- What did you do in the position/experience that you are supporting with a bulleted statement?
- Use an assertive action verb for each bullet point. Avoid repeating the same verb for each position/experience.
- See the list of action oriented verbs on page 6.

ACTION / HOW

- Provide the employer with all relevant information that gives them an idea of what exactly you accomplished.
- Quantify whenever relevant.

RESULT / WHY

- Employers want to see tasks, outcomes, results and achievements of your work at relevant positions, **not just duties.**

Action statement brainstorming process:

1) Action

2) Task

3) Result

When brainstorming action statements to list on your resume, follow these 3 steps to create an action statement that informs employers of the information that they want to know!

	ACTION (1)	TASK (2)	RESULT (3)
Ex 1	Raise money	Fundraise	People went to national conference
Ex 2	Design craft activities	Engage and entertain children	Enhanced peer interactions
Ex 3	Create and promote	Make a flier	Get more students to join Dance Ensemble

Now put these statements together and fill in the gaps- remember to quantify and qualify whenever relevant.

Ex. 1- Raised over \$6,000 with fellow club members through fundraising to send four members to a national conference

Ex. 2- Design craft activities that engage and educate approximately 8 - 12 children in an effort to enhance peer interaction and develop motor skills

Ex. 3- Create fliers that promote the Dance Ensemble and encourage getting involved in the organization

Your turn! Use the table and lines below to start brainstorming your action statements!

ACTION (1)	TASK (2)	RESULT (3)

Action Verbs

Choose action verbs to describe your skills, abilities and accomplishments confidently.

ACHIEVEMENT: Achieved, Awarded, Earned, Elected, Maintained, Mastered, Performed, Salvaged, Saved, Solved, Started, Succeeded, Utilized, Volunteered.

ANALYSIS: Analyzed, Appraised, Ascertained, Assessed, Calculated, Clarified, Conducted, Determined, Discovered, Evaluated, Forecasted, Identified, Integrated, Interpreted, Investigated, Pinpointed, Planned, Probed, Researched, Revised, Selected, Solved, Studied.

COMMUNICATION: Addressed, Argued, Authored, Clarified, Collaborated, Communicated, Composed, Consulted, Contracted, Corresponded, Counseled, Debated, Explained, Interacted, Interpreted, Moderated, Motivated, Negotiated, Persuaded, Petitioned, Presented, Promoted, Published, Recommended, Reported, Synthesized, Translated, Wrote.

COORDINATION: Activated, Arranged, Assembled, Controlled, Coordinated, Directed, Facilitated, Harmonized, Maintained, Orchestrated, Presided, Scheduled, Shaped, Steered, Systematized.

CREATION: Animated, Authored, Composed, Conceived, Conceptualized, Created, Defined, Designed, Developed, Engineered, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Mapped, Originated, Pioneered, Reproduced, Visualized, Wrote.

DEVELOPMENT: Analyzed, Converted, Cultivated, Designed, Developed, Devised, Engineered, Established, Evaluated, Examined, Explored, Improved, Improvised, Installed, Planned, Refined, Researched, Updated, Upgraded.

EFFICIENCY: Combined, Converted, Eased, Expedited, Facilitated, Mobilized, Remodeled, Reorganized, Repaired, Reshaped, Restored, Revitalized, Simplified, Streamlined.

GROWTH: Accumulated, Advanced, Amplified, Augmented, Broadened, Concentrated, Condensed, Consolidated, Doubled, Enhanced, Enlarged, Expanded, Gained, Heightened, Increased, Intensified, Maximized, Reinforced, Saved, Strengthened.

LEADERSHIP/SUPERVISION: Administered, Appointed, Controlled, Directed, Explained, Governed, Guided, Managed, Orchestrated, Presided, Recruited, Scheduled, Stimulated, Supervised, Trained.

MANAGEMENT: Accomplished, Administered, Analyzed, Approved, Arranged, Conferred, Consulted, Contacted, Contributed, Coordinated, Determined, Directed, Discussed, Established, Facilitated, Formulated, Fostered, Handled, Maintained, Marketed, Organized, Planned, Prepared, Prescribed, Promoted, Recommended, Reviewed, Supervised, Trained.

ORGANIZATION: Arranged, Cataloged, Classified, Collated, Collected, Indexed, Itemized, Organized, Revised, Scheduled, Specified, Systematized.

REDUCTION: Alleviated, Curbed, Curtailed, Declined, Decreased, Diminished, Divided, Lowered, Minimized, Reduced, Simplified.

SALES: Distributed, Energized, Generated, Marketed, Obtained, Penetrated, Promoted, Recruited, Sold, Stimulated.

SUPPORT: Assisted, Augmented, Boosted, Participated, Relieved, Represented, Strengthened.

TRAINING: Advised, Briefed, Coached, Counseled, Educated, Enhanced, Enlightened, Groomed, Guided, Instilled, Instructed, Motivated, Oriented, Stimulated, Taught, Trained.

*****Remember: action verbs for positions that you are currently still at will be in the present tense, and positions that you no longer hold will be in the past tense*****

Formatting Tips

Spacing:

Pay attention to the line spacing on resumes! See below for more information and examples.

Poor Resume Spacing Example:

EXPERIENCE

TJ Maxx, Troy, NY, 01/2019 - 08/2019

Sales Attendant

- Engaged customers in conversation and answer customer inquiries
- Market the store merchandise to enhance the quality of their shopping experience and increase sales

VS.

Correct Resume Spacing Example:

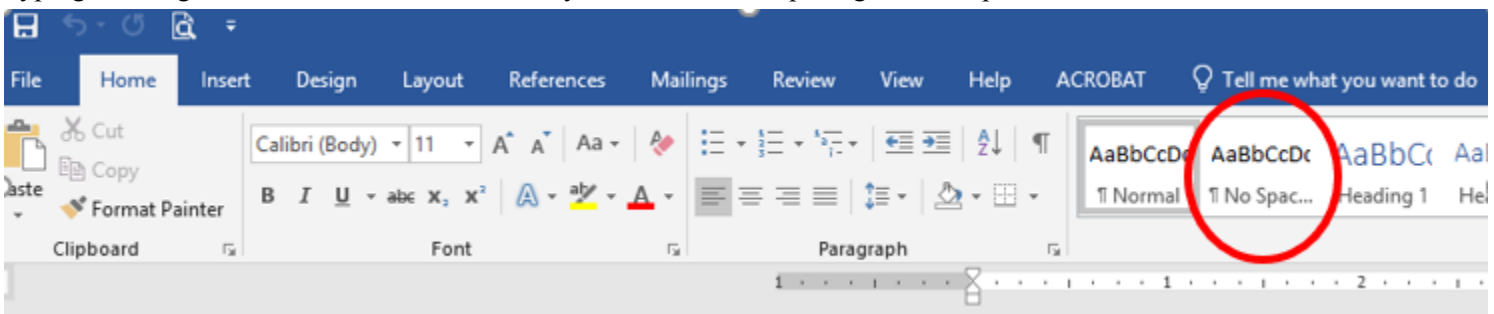
TJ Maxx, Troy, NY

01/2019 - 08/2019

Sales Attendant

- Engaged customers in conversation and answer customer inquiries
- Market the store merchandise to enhance the quality of their shopping experience and increase sales

The best (and easiest) way to have complete control over the spacing in your document is to set it up before you begin typing. If using Microsoft Word, the easiest way is to select “No Spacing” at the top of the blank document.



In Word, you can also:

- Go to the “Paragraph” tab. In the “Paragraph” tab, select “Single” for line spacing, and click the box that says “Don’t add space between paragraphs of the same style.”
- Make sure the spacing also is 0pt for “before” and “after.”

In Google Docs:

- Click on “Line Spacing” icon on the menu bar
- Select “single” for line spacing, then remove space “before paragraph” and “after paragraph.”

Resume Formatting Mistakes

Common resume formatting mistakes include:

- Typos and grammatical errors
- Inconsistent spacing between lines
- Inconsistent font style
- Inconsistent font size
- Using symbols or shapes
- Inserting your photograph on your resume
- Using templates found in Microsoft or via the Internet
- Utilizing “bad” action verbs
- Utilizing the wrong verb tense (past vs. present)
- Leaving off important information (your phone number, email address, etc.)
- Having an unprofessional email address
- Incorrect contact information (old phone number, email address that you don’t access, etc.)
- Lack of specifics related to job responsibilities
- Including outdated or irrelevant information
- Failure to demonstrate and quantify results
- Listing your job description instead of your accomplishments and contributions
- Utilizes repetitive words or phrases
- Using paragraphs instead of bullet points
- Too long or too short
- Including a resume objective instead of a professional summary
- Listing employment references on your resume
- Listing salary requirements on your resume
- Listing hobbies unrelated to the job

These are only some examples of resume mistakes to avoid. When in doubt, schedule an appointment with the Career & Self-Discovery Center to review your resume and make sure you are on the right track.

Resume Samples

The next section includes sample resumes based off of common majors and programs that are offered at Russell Sage College. Some of these resumes have slightly different formats and fonts, as there are many ways to format your resume. For most majors and programs, any of our sample resume formats would be acceptable. You can pick and choose which items you would like to incorporate into your resume that match your skills and experience, but remember to keep the formatting consistent throughout your entire document.

Cara Bow-Chu

Bennington, Vermont 05201
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(276) 555-0201

EDUCATION

Bachelor of Science, Psychology, May 2025
Russell Sage College, Albany, New York
Minor in Biology

RELEVANT COURSES

Developmental Science: Infancy, Childhood, Adolescence, Adulthood; Biopsychology

WORK EXPERIENCE

Waitress, Blue Benn Diner, Bennington, Vermont
September 2020-Present

- Assist patrons select food and beverages by presenting menu, suggest courses, and answer food preparation questions
- Transmit orders to kitchen and identify patrons' dietary needs and special requests
- Total charges and deliver the bill, as well as return change and receipt to patrons
- Maintain table setting by removing courses as completed, replenish utensils, refill water glasses, and provide overall customer service to all patrons

Sales Associate, TJ Maxx, Bennington, Vermont
October 2019-August 2020

- Engaged customers in friendly conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner; exchanged returned merchandise efficiently
- Assisted with resetting the store, displaying and arranging items as needed
- Helped customers find and choose items based off of personal style

CAMPUS INVOLVEMENT

Member, Sage Votes, Russell Sage College, Albany, New York
August 2021-Present

- Promote student voter registration, voter participation, and voter awareness through on-campus and virtual activities
- Assist with recruiting local politicians and speakers to participate in events

COMPUTER SKILLS

Microsoft Word, Excel, Publisher, and PowerPoint; Google Sheets, Docs, and Slides

Lee Gull

Albany, NY 12208 • (276) 555-0201 • leegull@gmail.com

Education

Bachelor of Science, Criminal Justice, Law & Behavioral Science, May 2022

Russell Sage College, Albany, NY

Minor: Pre-Law Studies

Associate of Arts in Liberal Arts, May 2019

Hudson Valley Community College, Troy, NY

Relevant Experience

NaviGator Peer Mentor, Office of Student Success, Russell Sage College, Albany, NY

August 2021-Present

- Provide mentorship and a welcoming, inclusive environment to new first year students
- Mentor students that are Criminal Justice, Law & Behavioral Science majors and provide advice surrounding academic courses, study skills, time management, and resume building activities
- Serve as a liaison between students and specific areas at Russell Sage including the Office of Academic Support; Office of Diversity, Equity, and Inclusion, and the Office of Career Planning
- Staff drop-in open hours, both virtually and in-person, for students to provide peer support and advice

Virtual Business Column Intern, The Times Union Newspaper, Remote

Summer 2021

- Assisted in writing weekly blog posts on the topic of legal issues and businesses in the Capital Region
- Performed tasks for permanent staff writers, such as fact checking and performing research on specified topics
- Utilized various journalism tools, including the AP stylebook, the American Editor, fedstats.gov, and newspaper archives in researching and writing high quality stories

Additional Experience

Student Assistant, Office of Career Planning, Russell Sage College, Albany, NY

September 2018-May 2020

- Greeted students, alumni, staff, and faculty and provided them with information about the services that the Office of Career Planning provides, as well as the other offices on the floor, including Academic Support, Accessibility Services, and the Higher Education Opportunity Program
- Answered phones and directed the phone calls to the proper office•
- Input data and information using software such as Microsoft Excel to keep track of student and alumni appointments

Sales Attendant, Marshalls, Albany, NY

September 2017-August 2018

- Engaged customers in conversation, answered questions, and marketed store merchandise to enhance the quality of their shopping experience
- Processed customer transactions in an accurate and timely manner

Campus Involvement

Member, Collegiate Science and Technology Entry Program, Russell Sage College, Albany, NY

September 2018-Present

JIM BUDDY

Albany, NY 12208 • buddyj@sage.edu • 518-555-0021

EDUCATION

Bachelor of Science in Physical Education, May 2021

Russell Sage College, Albany, NY

Magna Cum Laude

CERTIFICATIONS

- *Pediatric and Adult First Aid, CPR, AED Certification*, American Red Cross, June 2014-Present
- *Initial New York State Certification in Physical Education, K-12*, June 2019-Present

TEACHING EXPERIENCE

Student Teacher, Dorothy Nolan Elementary School, Saratoga Springs, NY, January 2021-May 2021

- Designed and created lesson plans that integrated a fitness theme across the curriculum
- Managed an active physical education classroom, kept students on task, and maintained class rules through positive reinforcement
- Collaborated with parent volunteers to plan classroom activities
- Evaluated student progress using assessment tools

Student Teacher, Craig Elementary School, Niskayuna, NY, September 2020-December 2020

- Prepared and taught creative, hands-on lessons involving movement, fitness and healthy eating to 20 fourth grade students in a hybrid model
- Created behavior modification program to meet individual student's needs
- Integrated pupil ideas and interests into lesson plans on basketball
- Developed screening instruments designed to identify student motor skills and special needs
- Wrote Individualized Educational Plans based on screening results

COACHING EXPERIENCE

Assistant Baseball Coach, Albany High School, Albany, NY, May 2019-March 2020

- Designed and implemented warm-up and practice techniques based on individual player abilities
- Instructed all players on proper throwing technique to minimize fatigue and soreness
- Furloughed for Spring 2020 season due to the COVID-19 pandemic

RELATED EXPERIENCE

Fitness Coach, Troy YMCA, Troy, NY, September 2019-March 2020, June 2020-Present

- Assist in developing an unique fitness plans for members ranging in ages from 15 to 75
- Ensure safety of all customers and scheduled proper maintenance on all gym equipment

ADDITIONAL EXPERIENCE

Substitute Teacher, Various Districts, NY, May 2019-March 2020

PROFESSIONAL AFFILIATIONS

Member, New York State Teachers Association, Albany, NY, May 2019-Present

Member, American Association of Health, Physical Education, Recreation and Dance, May 2019- Present

SKILLS

Computer: Microsoft Word, PowerPoint, Excel

Language: Intermediate proficiency in written and oral French, fluent in written and oral Spanish

Mike Rowe-Scope

Evanston, IL 60201 | 847-328-7788 | MRS2021@yahoo.com

EDUCATION

Bachelor of Science in Biology

Russell Sage College, Albany, NY

Pre-Physician Assistant Program

May 2022

LABORATORY SKILLS

- Proficient in Gel Electrophoresis, Cell Culture and Plate Development, and Primer Creation
- Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction and Transposon work

RESEARCH EXPERIENCE

Researcher, Genomics Initiative, Cornell University, Ithaca, NY

May 2021-August 2021

- Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*
- Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase

SUPPORTING EXPERIENCE

Micro-Intern, Smith + Nephew, Remote

Summer 2020

- Performed a scan of the reimbursement web sites for 17 medical technology companies in a variety of specialty areas, including but not limited to cardiac, orthopedics, and wound care
- Compiled a spreadsheet documenting various aspects of each site's functionality and best practices
- Analyzed the data and isolated the 3 to 4 best practices, features, and functionality

Teaching Assistant, Children's Museum of Science and Technology, Troy, NY

Summers 2018 & 2019

- Aided children ages 6-13 in conducting basic laboratory experiments demonstrating chemical reactions, optical illusions, and human biological processes
- Facilitated education sessions on soil composition, photosynthetic processes, and air pollutants

ADDITIONAL EXPERIENCE

Personal Shopper, Instacart, Albany, NY

March 2020-Present

- Collaborate with grocery stores and customers to ensure a successful grocery shopping experience
- Complete on-time deliveries for customers in the Albany and surrounding areas
- Select high quality items and make recommendations for replacement items

Child Care Provider, Private Residences, Various Locations, NY

June-August 2017 & 2018

- Provided care for children ages 2 to 12 and engaged them in fun and stimulating play
- Ensured that each child was well cared for, fed, and bathed when needed

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Zoom, Access database creation, and SPSS statistical software

ART CEE

Albany, NY 12210
(518) 255-0001
ceear@sage.edu

EDUCATION

Bachelor of Fine Arts, Art + Extended Media May 2022
Russell Sage College, Albany, NY

WORKS

On display in Opalka Gallery, Albany, NY

- “The Rose is Only Red Once” February 2021
- “Mexican Sunlight Burns Red” October 2020
- “The Flower Without a Name” May 2019

RELEVANT EXPERIENCE

Gallery Intern Summer 2021
Albany Art Barn, Albany, NY

- Scheduled and promoted 6 gallery and performance events
- Worked alongside resident artists to mount and present artwork in the gallery
- Assisted artists in residence as requested with their artwork

Development/Fundraising Intern August 2019-March 2020
Albany Institute of History & Art, Albany, NY

- Assisted with researching project and event ideas
- Marketed and fundraised for planned events to ensure effective outreach
- Coordinated efforts with staff to complete project assignments
- Maintained business files, contribution files, project files and foundation files
- Represented the Developmental Department at meetings, events, and luncheons

WORK EXPERIENCE

Gallery Assistant Summer 2019
Opalka Gallery, Russell Sage College, Albany, NY

- Co-organized and designed exhibition events
- Determined appropriate space requirements and materials needed for exhibition events
- Advertised and marketed for events to both the campus and general public
- Assisted students with painting and drawing projects

Student Worker September 2018-December 2019
Office of Student Life, Russell Sage College, Albany, NY

COMPUTER SKILLS

Adobe PhotoShop, InDesign, Illustrator, and Acrobat; Pagecolor Pro, HP PaintScan and WaterPro Wizard

Tim Player

Albany, NY 12222 • 518-555-0201 • playet@sage.edu

EDUCATION

Bachelor of Science in Sports and Recreation Management, May 2022

Russell Sage College, Albany, NY

- Recipient of Presidential Scholarship, Fall 2018-Present
- GPA: 3.75

RELEVANT EXPERIENCE

Marketing and Digital Media Intern, Summer 2021

Tri-City Valleycats; Minor League Baseball, Troy, NY

- Assisted Sales Managers with creating flyers and marketing campaigns to advertise special promotions, theme nights, and events
- Created social media campaign to promote the team and saw a boost in attendance to games and events by 15 percent over the course of the summer
- Increased brand awareness of the Tri-City Valleycats in the capital region
- Reached out to more than 20 local businesses to inquire about sponsorship opportunities

WORK EXPERIENCE

Personal Shopper, March 2020-Present

Instacart, Albany, NY

- Collaborate with grocery stores and customers to ensure a successful grocery shopping experience
- Complete on-time deliveries for customers in the Albany and surrounding areas
- Select high quality items and make recommendations for replacement items

Technology Assistant, Summers 2018 and 2019

Information Technology Services Department, Russell Sage College, Troy, NY

- Answered phone calls for the Technology Help Desk and aided professors, staff members, and students with questions over the phone
- Assisted lead technician with technological issues such as difficulties with e-mails, projectors, computers, and Smart Board malfunctions
- Worked one-on-one with technicians to distribute laptop computers to professors, set them up in their offices, and teach them how to use them
- Helped to hang up wireless adapters around campus to provide greater wireless capabilities to the campus

Sales Associate, January 2016-August 2018

Finish Line, Albany, NY

- Provided customer service by assisting consumers with retrieval of shoes and appropriately sized items
- Executed accurate financial transactions involving, cash, credit, and checks
- Trained new sales associated in store procedures and philosophy of customer service
- Managed the closing of the store by ensuring tidiness and end-of day activities have been completed

PROFESSIONAL DEVELOPMENT

Member, January 2019-Present

North American Society for Sport Management

WALT STREET

Albany, NY 12210 • (518) 432-1012 • WaltStreet@gmail.com • www.linkedin.com/WaltStreet

EDUCATION

Bachelor of Science, Business Administration

May 2022

Russell Sage College, Albany, NY

Concentration in Marketing

BUSINESS EXPERIENCE

Intern, Lark Street Business Improvement District, Albany, NY

May 2020-August 2021

- Collaborated with staff members and business owners in writing grants to improve assist local businesses with COVID-19 relief
- Assisted in strategic planning and implementation of sales, marketing, grant writing, sponsor partnerships, online and offline fundraising, and web marketing
- Utilized social media to promote Lark Street BID events and programs

OTHER EXPERIENCE

Student Assistant, Athletics Department- Russell Sage College, Albany, NY

August 2018-May 2020

- Provided customer service to all students that utilized the services of the Athletics Department
- Answered phone calls and promptly responded to emails of students
- Provided support to the Office Managers, coaches, and performed other tasks as assigned

Cashier, Price Chopper Supermarket, Albany, NY

August 2016-August 2018

- Collected payments by accepting cash, check, or charge payments from customers
- Greeted customers and answered questions to provide quality customer service
- Balanced cash drawer by counting cash at beginning and end of work shift

Babysitter, Private Residences, Various Locations, NY

Summers 2017 & 2018

- Provided care for children ages 2 to 12 and engaged them in fun and stimulating play
- Ensured that each child was well cared for, fed, and bathed when needed

STUDENT ATHLETE EXPERIENCE

Member, Sage Soccer Team, Russell Sage College, Albany, NY

August 2018-Present

- Devoted 20 hours a week to practices, training, and games while maintaining a full academic course-load

CERTIFICATIONS

First Aid/CPR/AED Certification, American Red Cross

May 2014-Present

COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Excel, and Publisher; Proficient in Adobe InDesign and Photoshop; Intermediate knowledge of Simplicity software; Google Sheets, Doc, Drive, and Slides

LANGUAGE SKILLS

Proficient in oral and written Arabic

Sal Monella

Schenectady, NY 12305 | salmonella@gmail.com | 518-958-1543

Education

Bachelor of Science in Public Health, May 2023

Russell Sage College, Albany, NY

Related Coursework

Overview of Global Health; Survey of Epidemiology; Health Policy; and Culture and Health

Relevant Experience

Public Health Intern, Division of the Budget, Health Unit, New York State, Albany, NY

Summer 2021

- Assisted in the development of forecasting tools that uses data from various outside sources in order to better project spending and utilization within various key public health areas, specifically in the area of Federal funding, nutrition and safe drinking water programs
- Investigated the impact of the Affordable Care Act (ACA) on various public health programs within New York State
- Developed materials to inform decision-makers of key aspects of these programs, proposed legislation and how various initiatives may impact constituents and locations in the state of New York

WIC Nutrition Program Volunteer, Commission on Economic Opportunity, Troy, NY

May 2019- March 2020

- Provided nutrition and health education to participants of various ages, such as how to use WIC coupons at farmers' markets
- Assisted WIC nutritionists and staff to plan activities for annual health fair

Additional Experience

Resident Assistant, Department of Residential Life, Russell Sage College, Albany, NY

August 2020- Present

- Promote and market Russell Sage events and opportunities, including athletic events and area specific programming, to students within residence halls through newsletters, flyers, targeted e- mails and social networking websites to increase student engagement
- Collaborate with Resident Director & Assistant Director of Residential Life in developing creative marketing strategies that generate student interest in on campus events
- Develop and implement academic and wellness programs for a 100 person residential hall to help build a sense of community

Other Experience

Tennis Instructor, Department of Parks and Recreation, Schenectady, NY

Summers 2017 & 2018

- Led tennis lessons for 10 children ages 5 to 15 and instructed students on appropriate form
- Served as lead instructor for the junior tennis team and coordinated matches with other programs

Ana Tomy

Saratoga Springs, NY 12866 • (518) 252-9238 • AnaTomy@gmail.com

EDUCATION

Bachelor of Science in Health Sciences, May 2025

Russell Sage College, Albany, NY

Accelerated Pathway into Doctor of Physical Therapy Program

GPA 3.8, Dean's List: Fall 2019 & Spring 2020

RELEVANT EXPERIENCE

Physical Rehabilitation Aide, *Albany Memorial Hospital*, Albany, NY

August 2020-Present

- Assist Physical Therapists and other staff members in the evaluation and treatment of approximately 10 to 15 patients that have various injuries or conditions.
- Maintain a safe and clean environment within the facility by following strict COVID-19 sanitation policies and procedures.

Biology Peer Tutor, *Academic Support Office, Russell Sage College*, Troy, NY

August 2020-May 2021

- Provided peer tutoring and academic support for students enrolled in two undergraduate biology courses.
- Improved students grades with consistent sessions and review of materials

Student Assistant, *FitStop Fitness Center, Russell Sage College*, Albany, NY

September 2018-March 2020

- Provided tours of the fitness center for students and staff and answered questions about the center.
- Assisted in the organization and sanitation of fitness machines.

OBSERVATION/JOB SHADOW EXPERIENCE

Job Shadow-Observation Hours, *Outpatient Physical Therapy, Albany Medical Center*, Albany, NY

December 2019-January 2020

- Observed three Physical Therapists in their day to day work at the Outpatient facility.
- Assisted patients with basic exercises as instructed by the Physical Therapists.

VOLUNTEER EXPERIENCE

Blood Drive Donor Ambassador, *American Red Cross*, Albany, NY

June-August 2018, 2019 & 2020

- Welcomed and greeted donors, escorted as necessary and assisted with initial intake assessment, and ensured that donors had relevant and proper information for donation.
- Assisted in making reminder calls, re-scheduled donor appointments, and performed donor follow up tasks as assigned.
- Ensured that all donors were recovering well after donating blood by giving donors snacks and beverages, as well as provided general wellness checks.

PROFESSIONAL MEMBERSHIPS

Member, *American Physical Therapy Association*, April 2019-Present

CASH MONET

Clifton Park, NY 12065

(607) 555-8072 | monetc4@sage.edu

Education

Master of Business Administration, May 2024

Russell Sage College, School of Management, Albany, NY

Concentration in Business Strategy

GPA: 3.81

Bachelor of Arts in Economics, June 2016

Union College, Schenectady, NY

Minors in Biology and Political Science

GPA: 3.5; Dean's List- Fall 2014, Fall 2015 & Spring 2016

Business Experience

Processes Consultant, CMA Consulting Services, Albany, NY

May 2019-Present

- Institute business processes and budget controls through auditing non-profit organizations, insurance agencies, and banking companies
- Create and assess engagement plan throughout the course of each consultation to effectively assess all critical testing areas, including budget analysis and personnel efficiency
- Analyze investments of mutual funds and stock performance via trend analysis and benchmarking tests
- Research and analyze companies for benchmarking purposes, using tools such as Factiva and Bloomberg
- Improve overall corporate morale and efficiency by instituting CMA's first corporate realignment project
- Recruit talent at local universities by presenting to students and faculty on CMA employment opportunities

Chief Financial Officer & Co-Founder, Applied Biotech, Schenectady, NY

December 2017-May 2019

- Developed business plan outlining the creation and sustainability of a biomedical device manufacturing company
- Competed in several business plan competitions to secure seed and early stage capital
- Networked with medical professionals, attorneys, consultants, and venture capitalists to increase awareness and understanding of the mission of the company

Assistant Director, Office of Annual Giving, Union College, Schenectady, NY

August 2016-December 2017

- Developed and promoted a culture of lifelong giving to Union College among key constituents and alumni of the Union
- Managed class fundraising campaigns for multiple class years and oversaw stewardship of donors
- Engaged and visited alumni and volunteers in Maine, New Hampshire, Vermont and Connecticut
- Recruited, trained, and maintained young alumni volunteers to staff alumni events and engage fellow alumni to give back to the institution
- Identified capacity, interests and inclination of perspective donors; Educated and cultivated these individuals, solicited gifts, and stewarded donors and volunteers

CASH MONET (page 2)

Business Experience (Continued)

Tax Hire Global Human Resources Solutions Intern, PricewaterhouseCoopers, Boston, MA

June 2015-August 2015

- Participated in select phases of HR advisory projects with specific focus on tax implications
- Demonstrated creative thinking, flexibility and individual initiative while participating in select projects
- Demonstrated flexibility in prioritizing and completing tasks as assigned by supervisor

Economics Intern, BP Lubricants, Strategy and Transformation, New York, NY

June 2014-August 2014

- Designed strategy and transformation department website for BP Lubricants intranet
- Assisted with staff scheduling project to resolve under/over resourced individuals, projects, and departments; collaborated with team members to formulate new scheduling template pivot tables

Campus Involvement

Member, Student Investment Fund, Union College, Schenectady, NY

September 2012-June 2016

- Assisted with managing \$200K worth of Union College's endowment, which experienced an 18% growth rate in 14 months
- Researched and analyzed stocks in the consumer sector of the New York Stock Exchange, and made purchasing and selling recommendations to other fund members

Collegiate Athletics

Captain/Member, Varsity Men's Swimming Team, Union College, Schenectady, NY

September 2012-June 2016

- Motivated team, resolved conflicts among members, and emphasized teamwork, resulting in three winning seasons
- Selected to be a part of NCAA Liberty League All-Academic Team, 2013 & 2014
- Voted Captain for senior year by teammates and coaches

Additional Experience

Various Positions, Parks and Recreation Department, Clifton Park, NY

Summers 2011-2013

Lead Swim Instructor, Summer 2013

- Supervised and trained a staff of 5 junior swim instructors; Coordinated schedules of staff
- Created and implemented fun and engaging activities for children to participate in

Junior Swim Instructor, Summer 2011 & 2012

- Led swim lessons for 40 to 50 children, aged 5 to 15 multiple times a day
- Engaged the children to foster a safe and fun learning environment

Awards & Honors

Semifinalist, Tech Valley Business Plan Competition, Albany, NY, April 2016

First Prize, Union College Business Plan Competition, Schenectady, NY, January 2016

Member, Economics National Honor Society (OΔΣ), April 2015

AMY BAH

Troy, NY 12180

847-328-7788

baha@sage.edu

EDUCATION

Bachelor of Science in Biology, May 2022

Russell Sage College, Troy, NY

GPA: 3.5, Dean's List Fall 2018- Spring 2020

RELEVANT COURSEWORK

Anatomy & Physiology I, Anatomy & Physiology II, Foundations in Genetics, Microbiology, Biochemistry

LABORATORY SKILLS

- Proficient in Gel Electrophoresis, Cell Culture and Plate Development, and Primer Creation
- Knowledgeable in Bioinformatics (ORF finder programs, BLAST, and MFold), Protein Extraction and Transposon work

RESEARCH EXPERIENCE

Researcher, *Genomics Initiative, Cornell University*, Ithaca, NY, Summer 2021

- Constructed a partial genetic map for the genome of nitrogen fixing *A. vinelandii*
- Determined role of several enzymes in the metabolism of the soil bacterium and plant pathogen *A. tumefaciens*
- Developed the mutants for two malate dehydrogenase genes in *A. tumefaciens*
- Performed growth curves to determine the purpose of four mutants in *A. tumefaciens* for malate dehydrogenase

SUPPORTING EXPERIENCE

Micro-Intern, *Smith + Nephew*, Remote, Summer 2020

- Performed a scan of the reimbursement web sites for 17 medical technology companies in a variety of specialty areas, including but not limited to cardiac, orthopedics, and wound care
- Compiled a spreadsheet documenting various aspects of each site's functionality and best practices
- Analyzed the data and isolated the 3 to 4 best practices, features, and functionality

Teaching Assistant, *Children's Museum of Science and Technology*, Troy, NY, Summer 2019

- Aided children ages 6-13 in conducting basic laboratory experiments demonstrating chemical reactions, optical illusions, and human biological processes
- Facilitated education sessions on soil composition, photosynthetic processes, and air pollutants

ADDITIONAL EXPERIENCE

Cashier, *Hannaford Supermarket*, Altamont, NY, June 2017-Present

Student Worker, *Office of Academic Services, Russell Sage College*, Troy, NY, September 2018-May 2020

CAMPUS INVOLVEMENT

Member, *Collegiate Science & Technology Entry Program, Russell Sage College*, Troy, NY, August 2017- Present

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, and SPSS statistical software

Carrie Giver

Troy, NY 12180 • (518) 867-5309 • giverc@sage.edu

EDUCATION

Bachelor of Science, Nursing 12/2021
Russell Sage College, Troy, NY
Cumulative GPA: 3.74, Dean's List

LICENSURE

Registered Nurse Licensure, Pending examination Anticipated: 01/2022

STUDENT NURSING CLINICAL EXPERIENCE

Student Nurse, ICU Unit, St. Joseph's Hospital, Glens Falls, NY 09/2021 - Present
Capstone: 240 clinical hours

- Provide holistic care for diverse clientele in Intensive Care Unit, analyzing rhythm strips, assessing lab values, administering medications, and communicating with patients and families
- Improve emergency room nursing techniques by drawing blood, placing heart monitors on patients, performing EKG's, and assisting in a code on a trauma patient
- Rotate on medical-surgical unit, provide care for four patients while educating them on medication uses, self-care, and preventative diseases

Additional Student Nurse Clinical Experiences:

Schuyler Ridge, Clifton Park, NY (nursing home, assisted living, and rehabilitation facility)
Cardiac Telemetry, St. Peter's Hospital, Albany, NY
Neurology, Albany Medical Center, Albany, NY
Community Health, Capital District, NY
Postpartum, Albany Medical Center, Albany, NY
Pediatrics/PICU, Albany Medical Center, Albany, NY

RELATED WORK EXPERIENCE

Patient Care Technician, St. Peter's Hospital Emergency Department, Albany, NY 05/2018 - 07/2020

- Collaborated with the medical staff in order to provide quality patient care
- Drew blood, performed electrocardiograms, obtained lab specimens, ambulate patients, assisted with patient safety and patient satisfaction
- Engaged and interacted with residents daily during meal times

Office Assistant, Medical Center at Novelis, Clifton Park, NY 05/2017 - 11/2017

- Completed pre-physical tasks, including: medical history, vitals, vision tests, hearing tests, electrocardiograms and pulmonary function tests
- Scheduled appointments for patients over the phone and in person

ADDITIONAL WORK EXPERIENCE

Student Worker, The Wellness Center, Russell Sage College, Troy, NY 08/2018 - 05/2019

Student Assistant, Office of Career Planning, Russell Sage College, Troy, NY 08/2017 - 04/2018

CERTIFICATIONS & AFFILIATIONS

Member, American Nurses Association 09/2016 - Present

Member, Emergency Nurses Association 09/2016 - Present

CPR and AED, American Heart Association 12/2014 - Present

SERVICE EXPERIENCE

Member, Beta Omega Chapter of Sigma Theta Tau International Honor Society 05/2019 - Present

Participant, Sage Engaged Day of Service, Russell Sage College, Troy, NY, August 2018 & 2019

Ivana Gogh-Green

Worcester, MA, 01601 • goghi@gmail.com • (508) 555-6631

EDUCATION

Bachelor of Arts, Sociology

May 2022

Russell Sage College, Troy, NY

Minor: Public Health

RELEVANT EXPERIENCE

Campaign Assistance Intern

May 2021 – August 2021

MassRecycle Inc., Remote

- Developed, executed and oversaw distribution of “The Grassroots Guide to Recycling” to municipal employees on town, county, and state levels
- Engaged in public outreach efforts by editing and distributing press releases on recycling initiatives and political campaigns
- Coordinated resolution updates, wrote “What’s Next” articles, and highlighted current municipal campaigns on MassRecycle’s website, www.MassRecycle.org
- Researched corporate funding and grant information, and aided in drafting and securing grants totaling over \$30,000
- Planned, scheduled, and organized facility tours of Massachusetts recycling plants for nearly 100 MassRecycle volunteers to increase awareness of in-state operations

LEADERSHIP EXPERIENCE

Resident Assistant

August 2019 – Present

Department of Residential Life, Russell Sage College, Troy, NY

- Promote and market Russell Sage events and opportunities, including athletic events and area specific programming, to students within residence halls through newsletters, flyers, targeted e-mails and social networking websites to increase student engagement
- Collaborate with Resident Director and Assistant Director of Residential Life in developing creative marketing strategies that generate student interest in campus events
- Develop and implement academic and wellness programs for a 100 person residential hall to help build a sense of community

COLLEGE ATHLETICS

Women’s Soccer Team, Russell Sage College, Troy, NY

August 2018-Present

- Maintain a full academic course load while dedicating more than 20 hours a week to practices, training sessions, games and team meetings
- Named Skyline Conference's NCAA Woman of the Year in 2019

ADDITIONAL EXPERIENCE

Crew Team Member

Summer 2020

McDonalds, Worcester, MA

SKILLS

Proficient in Microsoft Office Suite; Adobe Photoshop and InDesign; Canva

Olive Eaton

Troy, NY 12081 (518) 555-5555 • eatono@gmail.com

Education

Bachelor of Science, Nutrition Science

Russell Sage College, Troy, NY

May 2022

Associate of Arts, Liberal Arts

Hudson Valley Community College, Troy, NY

May 2019

Certifications

ServSafe Certification, Russell Sage College, Troy, NY

August 2020-Present

Nutrition Experience

Nutrition Education Volunteer, Cornell Cooperative Extension, Troy, NY

Summer 2021

- Assisted with implementing nutrition education lesson plans for individuals and groups using appropriate language, communication skills and professional behavior
- Greeted class participants, distributed educational materials and recipe books, and answered participants' questions related to food preparation and nutritional benefits of those foods

Job Shadow-Observation Hours, Samaritan Hospital, Troy, NY

January 2020-February 2020

- Observed two Dietitians for 30 hours to learn more about the occupation
- Interacted and greeted patients upon intake and throughout consultation
- Participated in and observed clinical appointments with 10 patients

Additional Professional Experience

Student Assistant, Office of Career Planning, Russell Sage College, Troy, NY

August 2019-May 2021

- Greeted students, alumni, staff, and faculty and provided them with information about the services that the Office of Career Planning provides, as well as the other offices on the floor, including Academic Support, Disability Services, and the Higher Education Opportunity Program
- Answered phones and directed the phone calls to the proper office
- Input data and information to keep track of student and alumni appointments

Other Experience

Cashier, Price Chopper, Troy, NY

August 2016-August 2019, April 2020-Present

- Collect payments by accepting cash, check, or charge payments from customers
- Balance cash drawer by counting cash at beginning and end of work shift
- Greet customers and answer questions to provide quality customer service

Tennis Instructor, Department of Parks and Recreation, Schenectady, NY

Summers 2015 & 2016

- Led tennis lessons for 10 children ages 5 to 15 and instructed students on appropriate form
- Served as lead instructor for the junior tennis team and coordinated matches with other programs

Child Care Provider, Private Residences, Various Locations, NY

Summers 2015-2019

- Provided care for children ages 2 to 12 and engaged them in fun and stimulating play
- Ensured that each child was well cared for, fed, and bathed when needed

Language Skills

Intermediate proficiency in Arabic (reading/writing and oral)

ANA TOMY

Saratoga Springs, New York 12866 • (518) 252-9238 • AnaTomy@gmail.com

EDUCATION

Bachelor of Science in Health Sciences, May 2022

Russell Sage College, Troy, New York

Accelerated Pathway into Master of Science in Occupational Therapy Program

RELEVANT EXPERIENCE

Patient Care Aide, Loudonville Assisted Living Facility

Albany, New York, May 2021-Present

- Facilitate three activities each week, such as group walks and games, to increase physical activity in residents diagnosed with dementia.
- Promote and market upcoming events within residential facility to increase attendance and participation of residents.
- Engage and interact with residents daily during breakfast and lunch times.

NaviGator Peer Mentor, Office of Student Success, Russell Sage College

Albany, NY, August 2021-Present

- Provide mentorship and a welcoming, inclusive environment to new first year students
- Serve as mentor to Health Sciences majors and provide advice surrounding academic courses, study skills, time management, and resume building activities
- Assist with being a liaison between students and specific areas at Russell Sage including the Office of Academic Support; Office of Diversity, Equity, and Inclusion, and the Office of Career Planning
- Staff drop-in open hours, both virtually and in-person, for students to provide peer support and advice

VOLUNTEER EXPERIENCE

Blood Drive Donor Ambassador, American Red Cross

Albany, New York, July 2019-March 2020, August 2020-Present

- Welcome and greet donors, escort as necessary and assist with initial intake assessment, and ensure that donors have relevant and proper information for donation.
- Assist in making reminder calls, reschedule donor appointments, and perform donor follow up tasks as assigned.
- Ensure that all donors are recovering well after donating blood by giving donors snacks and beverages, as well as providing general wellness checks.

ON CAMPUS INVOLVEMENT

Member, Collegiate Science and Technology Entry Program, Russell Sage College

Troy, NY, September 2018-Present

PROFESSIONAL ASSOCIATION MEMBERSHIPS

Member, American Occupational Therapy Association

May 2018-Present

COMPUTER SKILLS

Proficient in Microsoft Excel, Word, Publisher; Google Docs, and Slides

Barack O. Li

Troy, NY 12081 | (518)-555-5555 | liba@sage.edu | www.linkedin.com/in/barackoli

EDUCATION

Master of Science in Nutrition and Dietetics May 2023

Russell Sage College, School of Health Sciences, Troy, NY

Dietetic Internship Program June 2021

Sage Graduate School (Russell Sage College), Troy, NY

Bachelor of Science in Nutrition May 2020

Russell Sage College, Troy, NY

CERTIFICATIONS

ServSafe Certification, Russell Sage College, Troy, NY August 2016-Present

PROFESSIONAL EXPERIENCE

Dietetic Intern (Clinical), Albany Memorial Hospital, Albany, NY February 2021-June 2021

- Assessed patients, identified patient-focused nutrition prescriptions and interventions, and monitored/re-assessed as appropriate
- Reviewed individual patient menu selections and collaborated with food service personnel for special menu requests
- Provided evidence-based nutrition education to patients, families, and staff individually and in groups
- Interpreted daily laboratory data and provided enteral and parenteral nutrition recommendations
- Documented nutrition care plans in electronic records using standardized nutrition language
- Researched and presented a clinical nutrition in service on activity and stress factor use in clinical practice and provided recommendations for bust-waist-hip protocol

Dietetic Intern (Community), NYS Department of Health, Menands, NY November 2020-February 2021

- Ran a MyPlate workshop for approximately 20 children and adults in the community at the Health Expo
- Led a 4-week workshop series to educate pre-diabetic population on preventative lifestyle modifications
- Wrote brief articles on budgeting and meal planning for the Department's bi-weekly online publication

Dietetic Intern (Foodservice), Chartwells, University at Albany, Albany, NY August 2020-November 2020

- Conducted a process improvement project on how recipe compliance influences nutrition information
- Worked with the Foodservice Director in menu planning and nutrient analysis
- Created and implemented a marketing plan to increase students' consumption of fruits and vegetables

Dietetic Technician, St. Peter's Hospital, Albany, NY May 2017-July 2020

- Assisted Dietitians in screening all new admissions and obtaining food preferences
- Consulted nursing staff regarding patient complaints and food issues and Clinical Nutrition staff regarding patient needs
- Processed, modified, collected and checked patient menus for each meal, updating menus with most current information to assure compliance with dietary modifications and restrictions

COMMUNITY INVOLVEMENT

WIC Nutrition Program Volunteer, Commission on Economic Opportunity, Troy, NY January 2016-March 2020

- Provide nutrition and health education to participants, such as how to use WIC coupons at farmers' markets
- Assist WIC nutritionists and staff to plan activities for annual health fair

COMPUTER SKILLS

Diet Analysis Plus; MEDITECH; GeriMenu; Webtrition; Microsoft Word, Excel, and PowerPoint SKILLS

LANGUAGE SKILLS

Fluent in Spanish

DEXTER RITY
Troy, NY 12180
(802) 239-4810
dexter.rity@gmail.com

Education

Master of Science in Occupational Therapy, December 2021
Russell Sage College, Troy, NY

Bachelor of Science in Health, Wellness, and Occupational Studies, May 2017
University of New England, Biddeford, ME

Associate of Applied Science in Occupational Therapy Assistant, May
2014 Kennebec Valley Community College, Fairfield, ME

Licensure

Licensed Occupational Therapist Assistant, June 2014-Present

Licensed Occupational Therapist, New York State, pending examination in February 2022

Fieldwork Experience

Student Occupational Therapist (FW2), Troy High School, Troy, NY, September 2021-December 2021

- Completed evaluations and implemented treatments with high school school-aged children with a variety of diagnoses such as ADHD, autism, and developmental delays
- Lead groups within the classroom setting which focused on fine motor skills

Student Occupational Therapist (FW2), Sunnyview Rehab. Center, Schenectady, NY, May 2021-August 2021

- Organized and implemented groups for adults with traumatic brain injuries within a day
- Created program in order to facilitate independence with their occupations in their home and community

Student Occupational Therapist (FW1), Equinox PROS, Albany, NY, January 2021-April 2021

- Coordinated weekly activities for those who suffer from mental health and substance abuse issues, and PTSD
- Interviewed one individual to address occupational goals and determine appropriate recommendations

Student Occupational Therapist (FW1), Albany Medical Center, Albany, NY, December 2020

- Developed, implemented, and documented treatment plans in an acute care setting for individuals with various diagnoses such as TBI, stroke, and gastrointestinal issues
- Collaborated with various members of the healthcare team to advance client goals

Relevant Experience

Occupational Therapy Assistant, Benchmark Therapies, Inc., Biddeford, ME, June 2014-August 2017

- Provided services to residents under the supervision of an OTR when appropriate and in accordance with Occupational Therapy Department procedures
- Evaluated residents to obtain data necessary for treatment planning and implementation
- Communicated evaluation findings to residents, family, and other team members, and documented results of resident's assessment, treatment, and follow-up of services
- Established resident schedules in conjunction with other team members
- Developed suitable home and or community programming with the help of a registered occupational therapist to maintain and enhance the performance of the patient in their own environment

Ben Dibble

Albany, NY 12210 • (111) 111-1111 • dibblb@sage.edu

EDUCATION

Doctor of Physical Therapy, May 2019

Sage Graduate School (Russell Sage College), Troy, NY

Bachelor of Science in Health Sciences, May 2016

Boston University, Boston, MA

LICENSURE

Pending completion of National Physical Therapy Exam, June 2019

RESEARCH EXPERIENCE

Impact of Utilizing Creative Physical Therapy Techniques to Meet the Needs of Pediatric and Geriatric Patients, April 2019

- Researched and analyzed the use of varying techniques across multiple diagnoses including osteoporosis, Alzheimer's, cerebral palsy, and spina bifida

CLINICAL EXPERIENCE

Student Physical Therapist, **Bone and Joint Center**, Albany, NY, January 2019-May 2019

- Conducted assessments and developed treatment plans for adult and geriatric patients with varied orthopedic conditions including osteoporosis, joint replacement and balance disorder
- Collaborated with doctors, nurses, occupational therapists, and physical therapists on treatment strategies in an outpatient orthopedic setting

Student Physical Therapist, **The Eddy**, Troy, NY, June 2018- August 2018

- Evaluated and treated geriatric clients with fractures, cerebrovascular accidents, total hip replacements, total knee replacement, and wounds
- Learned a variety of new techniques including soft tissue and joint mobilization, strain-counterstrain, and muscle energy techniques

Student Physical Therapist, **Albany Medical Center**, Albany, NY, January 2018-May 2018

- Provided physical therapy to adults with stroke, traumatic brain injury, and other serious medical conditions
- Educated families about patient treatment and helped them to become active participants in the healing process

Student Physical Therapist, **Visiting Nurse Service**, Albany, NY, September 2017-December 2017

- Conducted home visits to assess fall risks, examine assistive equipment, and determine overall safety of home environment
- Prepared justification letters to assist patients in obtaining necessary medical equipment to meet each patient's individual rehabilitation needs

RELATED EXPERIENCE

Graduate Assistant, **Sage Graduate School Physical Therapy Department**, Troy, NY, August 2017-May 2019

- Assisted with instruction for several physical therapy courses, including preparing handouts, PowerPoint presentations, and educational materials to aid in student learning

LEADERSHIP EXPERIENCE

Participant, **Access the Future of Physical Therapy Professional Development Day**, Albany, NY, March 2018

CERTIFICATIONS

CPR/AED/First Aid Certification, **American Red Cross**, October 2016-Present

Anita Plan

New Canaan, CT 06840 | anitaplan90@yahoo.com | (518) 853-1203

EDUCATION

Master of Science- Professional School Counseling, May 2024

Russell Sage College, Troy, NY

Bachelor of Arts- Psychology, May 2019

The College of Saint Rose, Albany, NY

CERTIFICATIONS

New York State School Counselor Certification, K-12, pending graduation

SCHOOL COUNSELING EXPERIENCE

Professional School Counselor, New Canaan Middle School, New Canaan, CT

July 2021-Present

- Serve as case manager and advocate for a 75 student caseload and work to ensure the well-being of each student
- Determine needs, desires, and hopes of students and their families, while seeking out solutions and opportunities for students to meet and exceed the academic expectations
- Assist with preparing students for the college search process and application preparation
- Provide guidance and counseling and counsel students with section-504 plans
- Schedule professional learning for staff and students including developmental guidance lessons on topics such as career planning, digital citizenship, and emotional intelligence
- Lead group interventions such as emotion regulation, and social skills

Intern, Columbia High School, East Greenbush, NY

January 2024-May 2024

- Counseled 25 students in grades 9 through 12, using cognitive behavioral and person-centered approaches to address depression, self-esteem, poor academic performance, and retention
- Discussed career and college paths with 27 juniors and seniors and provided guidance on the requirements for each path discussed
- Provided counseling to students in crisis dealing with issues such as bullying and eating disorders
- Led co-educational group counseling sessions weekly for between 6 and 10 students on topics such as bullying, self-esteem, assertiveness, and social skills
- Developed and implemented a weekly program primarily for high school female students on the topic of empowerment and assertiveness
- Participated in weekly meetings with teachers and staff to discuss student performance and behavior

Intern, Ballston Spa Middle School, Ballston Spa, NY

January 2024-May 2024

- Shadowed 4 high school counselors during individual and group counseling sessions once a week
- Assisted with individual counseling for fifteen 6th to 8th grade students on topics such as bullying and self-esteem issues
- Participated in Individualized Education Program and 504 meetings with relevant teachers of students in caseload
- Met with a small caseload of students virtually when the school went remote in March due to the COVID-19 pandemic

Anita Plan (page 2)

RELATED EXPERIENCE

Activities Coordinator, Boys and Girls Club, Troy, NY

June 2021-April 2023

- Planned and implemented program-related activities focused around relevant content to provide fun and educational learning opportunities for ages 13 to 18
- Provided guidance and advice to teenagers daily struggling with academics, social issues, bullying, and body image issues
- Monitored and evaluated assigned program areas and alter lesson plans accordingly to keep the program running
- Developed professional relationships with site teachers, faculty, staff, and parents
- Created an effective outreach plan via social media platforms including Facebook and Instagram to recruit new members, and increase average daily attendance

Direct Support Professional, Vanderheyden Inc., Wynantskill, NY

May 2020-June 2021

- Provided direct care to individuals per agency policy, implementing appropriate supervision to assigned daily schedules
- Work as part of a multidisciplinary team to provide high quality service and care for residents
- Dispensed medication per agency policy top individuals needing supervision
- Maintained an environment of care that was safe and therapeutic for residents
- Transported individuals as required

Teaching Assistant, Wildwood Programs, Inc., Schenectady, NY

August 2019-May 2021

- Assisted students, one on one and in groups, with activities and lessons prepared by the teacher to reinforce learning concepts
- Supported teachers in the development and use of instructional resources, materials and equipment appropriate to planned activities for students
- Monitored students' activity in the halls and cafeteria, on the playground and during arrival and dismissal periods
- Attended to the physical needs of students such as attending to personal hygiene
- Utilized behavior management strategies to increase students' participation in the program and daily activities
- Assisted teachers with additional clerical tasks such as attendance taking and recording of student behavior, lunch money and other collections, and organizing materials, equipment and furniture for day-to-day class work

ADDITIONAL EXPERIENCE

Student Worker, Education Department- The College of Saint Rose, Albany, NY September 2010-May 2014

Camp Counselor, Camp Chingachgook, Kattskill Bay, NY, Summers 2010, 2011 & 2012

VOLUNTEER EXPERIENCE

Habitat Humanity Service Trip to New Orleans, The College of Saint Rose, March 2012, 2013 & 2014

Relay For Life (American Cancer Society), The College of Saint Rose, Albany, NY, April 2013 & 2014