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|  | |  | PROFESSIONAL Experience **MOVE Student Employee** **•** Saint Michael’s College **•** 2017–Present  Conduct general office support including email, phones, voicemails, and mail. Scheduling meetings and support service trips.  **Summer Employee** **•** Portland CT Parks and Recreation **•** 5/2020–8/2020  Worked on advertising and organizing town events such as summer programs, virtual concerts, and a town virtual 5K event. EducationSaint Michael’s College, Colchester, VT  * Bachelor of Science in Business Administrative, Minor in Psychology * May 2021 * Honors: Dean’s List: 4/6 semesters * Cumulative GPA: 3.733  Study Abroad in Scandinavia (DIS), Copenhagen, Denmark 1/2020–5/2020   * Relevant Coursework: European Business Strategy: Case Studies  Leadership EXPERIENCE **Service Leader & Volunteer Coordinator** **•** Saint Michael’s College  2018–Present  Manage and coordinate student volunteers that include recruiting students for each service site. Organize Senior Citizen Prom for local senior citizens; contact caterer, book venue, and decorate venue according to theme.  **Relay for Life Volunteer & Coordinator** **• University of Vermont**  12/2019  Organized group of people willing to participate by advertising through tabling, social media, and info sessions. Communicated with the UVM planning committee and transported all St. Mike’s volunteers to the site.  **RELEVANT Projects**  **Student Employee Project** **•** Saint Michael’s College MOVE Office  9/2019–12/2019  Organized a monthly donation drive in the community and dropped off the donations at the appropriate places. Advertised the event, collected donations, and determined appropriate local non-profit to receive items.  **Management 101 Semester Project** **•** Saint Michael’s College  3/2019–4/2019  Planned, organized, and executed a 3K road-race to raise money for All Breeds Rescue Animal Shelter in Williston, VT. Obtained raffle prizes from local organizations as well entertainment from a local student band. Raised money by creating stickers and accepting donations. |
| **SARAH**  **HEMINGWAY** | |
| Marker | Colchester, VT |
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| Receiver | 123.456.7896 |
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| Email | shemingway4@mail.smcvt.edu |
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|  | https://www.linkedin.com/in/sarahemingway148 |
| Senior at Saint Michael's College graduating in May 2021. Business administration major and psychology minor. Pursuing a career in sports marketing, event planning, and/or marketing in the tourism sector. Completed marketing and management, sports economics, and currently taking international and sports marketing. | |  |
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