**INTERNSHIP RESUME**

Mailing Address, City, State, Zip code

Phone Number Professional Email Address

A summer 2016 internship with (name of organization) focusing on (type of work) using \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ skills.

**EDUCATION**

**Bachelor of Science, Stetson University**, DeLand, FL Expected May 2018

Marine Biology, 3.8 GPA

* *Florida Bright Futures Academic Scholar*
* *Dean’s List and Honor Roll (all semesters)*
* *Certificate of Community Engagement*

*Relevant Coursework:* Experimental Biology, Biostatistics, Marine Biology, Oceanography, Limnology

**University of South Australia,** Adelaide, Australia Fall 2016

*Study Abroad, Exchange Program*

* Completed coursework in Australian Culture, Environmental Systems, and Zoology

**EXPERIENCE**

**Stetson Career and Professional Development Office,** DeLand, FL August 2014-Present

*Student Employee*

* Perform day-to-day front desk operations and provide superior customer service by properly answering inquires and scheduling appointments for 5 career counselors per shift
* Provide a welcoming and supportive environment for all students and employer partners
* Create documents to assist with office marketing using Excel, Word, PowerPoint, and Publisher

**YMCA,** DeLand, FL June 2012 - June 2014

*Lifeguard*

* Maintained continuous surveillance and ensured appropriate headcount of over 100 swimmers per day
* Spotted hazards or potential threats and took measures to prevent accidents
* Performed lifesaving duties in cases of emergency such as resuscitation and first aid
* Upheld accurate records of pool use, performed chemical checks to ensure safety and hygiene and performed necessary maintenance on rescue tubes and buoys

**CAMPUS INVOLVEMENT & LEADERSHIP**

**Sigma Nu Fraternity,** Stetson University, DeLand, FL Fall 2015-Present

*President*

* Lead organization and work with other campus leaders to support Greek unity
* Coordinate fundraisers and events with a goal of raising over 3,000 dollars per academic year

**Hollis Center Wellness and Recreation,** Stetson University, DeLand, FL Fall 2014-Present

*Peer Educator*

* Host quarterly inclusion workshops for groups of 50 students
* Implement research-based initiatives to promote student health and wellness on campus

**SOAR- Stetson Outdoor Adventure and Recreation,** DeLand, FL Fall 2014-Spring 2015

*Group Leader*

* Facilitated outdoor excursions such as canoeing, paddle boarding, and zip lining for groups of 25 students

**SKILLS**

Languages: Fluent Spanish; Conversational French

Computer: Proficient in Microsoft Office; Adobe Dreamweaver; IBM SPSS