First and Last Name

Town, State, Zip | Phone | Email

**EDUCATION**

State University of New York at New Paltz, New Paltz, NY Expected May 2024

**Master of Science in Communication Disorders, Speech and Language Disabilities Concentration**

GPA: 3.8

Relevant Coursework: Phonological Disorders, Voice Disorders, Research Methods

State University of New York at New Paltz, New Paltz, NY May 2018

**Bachelor of Arts in Communication Disorders**

GPA: 3.91 | Summa Cum Laude

HONORS

**Chi Alpha Epsilon Honor Society**, 2023

**SUNY Chancellor’s Award**, 2022

**WORK EXPERIENCE**

**Teaching Assistant, *Introduction to Communication Disorders*** | SUNY New Paltz, New Paltz, NY August 2023-May 2024

* Assisted 25 students in weekly office hours
* Reviewed student essays and analyzed student progress based on assignment scores using Excel
* Generated weekly summaries for professor by surveying student comprehension of class materials
* Maintained regular communication with class regarding due dates, responses to questions, and writing tips
* Developed instructional video content for the class on conducting a standardized assessment

**Office Assistant** | Bottom Line, Brooklyn, NY June 2018–August 2018

* Coordinated student RSVPs, prepared materials, and provided logistical support for 4 *Success and Access* events
* Coordinated counselor meetings by scheduling student appointments, issuing reminders, and preparing meeting materials
* Answered incoming phone calls and routed calls
* Maintained database of contacts including entering and updating student records

**Research Intern** | Methodist Hospital, New York, NY July 2019-August 2020

* Assessed the mammography test-tracking process through the hospital’s electronic medical record
* Evaluated efficiency of hospital staff in the follow-up of patients who received abnormal test results
* Compared mammogram testing compliance rate of patients to a 2014 study to determine its effectiveness

**Operations Intern** | Citizen Schools, New York, NY June 2017-August 2017

* Collaborated on a team of three people to plan, coordinate and execute a Welcome Event for 100 people
* Managed event operations for orientation and pre-service on-boarding of new employees
* Conducted biweekly inventory of all office supplies and maintained a professional office space

**VOLUNTEER AND LEADERSHIP EXPERIENCE**

**Vice President** | Campus Choir, New Paltz, NY August 2015-May 2017

* Plan and supervise monthly campus performances and lead weekly rehearsals

**SKILLS**

* Knowledge of Microsoft Office, Google Suite, and Adobe tools
* Elementary proficiency in American Sign Language

# Notes:

Comms. Disorders students should list their practicum placements on their resume. Each placement should include how you applied skills during that time, and any quantifiable outcomes from your work. Skills can be repeated, in list form, in the “Skills” Section.

Since this student is applying for a job, she chose to emphasize her work experience. If she were to apply for an academic fellowship or a research position, she may choose to emphasize -- give more space to and explain more in detail -- her practicum, coursework, and related work experience more so than her unrelated work experience.

This student has a high GPA, so elected to include it. However, GPA is not required on a resume.

As this student prepares to apply to different jobs, she would adjust the number of details included beneath each position listed. If she’s applying for a job that requires office management tasks, she’d include all the points about office management. If she’s applying to a speech pathologist job, she might remove some of the points about office management and emphasize her experience working directly with patients. This resume is a template, and she can make copies and edit those copies as needed, based on what each employer is looking for.