

## **SANDRA DONA**

20 Main Street Worcester, MA, 01602 508-000-1111 sand.dona@gmail.com

### **EDUCATION**

#### **University of Massachusetts Amherst**

- Bachelor of Arts, Commonwealth Honors College, May 2021
- Major: History; Certificate in International Relations; GPA: 3.2

**COMPUTER SKILLS:** Microsoft Word, Excel, PowerPoint, Outlook, Publisher; Adobe Photoshop, Illustrator

### **EXPERIENCE**

Office of Congressman James P. McGovern, Worcester, MA

#### **Constituent Services Intern, 2020 - present**

- Assist with research for constituent services
- Answer incoming office inquiries and deal directly with constituent issues
- Worked remotely, hybrid, and in person
- Represented Congressman's office at Africa Business Conference, Worcester Polytechnic Institute

Ceder & Chandler, Attorneys at Law, Worcester, MA

#### **Office Assistant, 2019 - 2020**

- Managed front office for small law firm
- Received guests, answered phones, tracked paperwork
- Delivered documents to District and Federal courts, City Hall, and area law firms
- Undertook independent project of complete reorganization of Closed File Storage, encompassing nearly 40,000 files, and cataloging of over 50 years of cases
- Trained and created assignments for new office interns

Morgan Construction Company, Worcester, MA

#### **Office Assistant, 2019**

- Assisted with transition to new business management software system, SAP, requiring quick development of understanding of program functions, processed customer orders
- Completed several extensive projects to find and correct errors that occurred during transition
- Performed office work in sales, logistics, and shipping departments

Worcester Art Museum, Worcester, MA

#### **Education Intern, 2018**

- Assisted Student Registration Coordinator, contacted members, and coordinated upcoming class sessions
- Interfaced with public and conducted general office tasks
- Utilized Student Manager software to keep track of participants
- Developed curriculum for youth art classes; taught and managed sessions of 20 students each

College Question & Answer Panel, Worcester, MA

#### **Program Organizer, 2017**

- Planned and participated in series of panel discussions of college students for high-school seniors about college decision process and experiences adjusting to college life
- Coordinated collection of student feedback for use in planning future programs

# Art Smart

123 University Drive, Amherst, MA 01002 413-545-1234 art@gmail.com

## EDUCATION

### University of Massachusetts Amherst

Bachelor of Fine Arts, Studio Art, May 2021

GPA: 3.35

**Language Skills:** Conversational Spanish

**Computer Skills:** MS Office - Word, Excel, Access, PowerPoint; Adobe Photoshop, InDesign

## EXPERIENCE

Channel Craft Studios, Boston, MA, 2021 - present

### Graphics Design Intern

- Design posters, static and digital displays, fliers, websites and directional signage
- Collaborated with seven-person creative design team
- Work remotely using Microsoft Teams

Seris Gallery, Cambridge, MA, 2020

### Gallery Intern

- Prepare gallery for exhibition and opening reception
- Install and remove artwork, conduct artist interviews, and create artist books, wall labels, e-cards, postcards, posters, and social media posts
- Oversee gallery operations, greet visitors, protect artwork, and conduct sales

Creativity Central Ceramic Studio, Sandpoint, ID, summer 2019

### Studio Sales Associate

- Provided exceptional customer service, answered all questions and helped visitors find gifts
- Handled money accurately, credit and debit card transactions and validated checks

Eastside Heritage Museum, New Haven, CT, summer 2018

### Historic House Tour Guide

- Led groups of up to 50 visitors through 18<sup>th</sup> century whaling captain's house
- Staffed museum shop; ran cash register and stocked inventory

Starbucks, Northampton, MA, 2016 - 2017

### Counter Staff

- Managed all sales transactions during eight-hour shift including busy morning rush hour
- Trained five new staff in customer service, cash register and espresso machine operation

## LEADERSHIP

**Co-Captain**, Varsity Tennis Team, University of Massachusetts Amherst, 2018 - present

- Designed team-building activities
- Coordinated logistics such as lodging, meals, and transportation for 10 away matches
- Raised \$1000 through planning and coordinating tournaments and clinics throughout year

# Leg Aide

123 University Drive, Amherst, MA 01002 413-555-1234 student@gmail.com

## EDUCATION

University of Massachusetts Amherst

Bachelor of Arts, Major: Afro-American Studies, May 2021

GPA: 3.45

Relevant Courses: American Politics; Urban Government and Politics; Public Administration;  
Race, Culture and American Politics; Congress and the Legislative Process

Language Skills: Conversational Spanish

Computer Skills: MS Office - Word, Excel, Access, PowerPoint; Photoshop

## RELEVANT EXPERIENCE

Research Assistant

Environmental Protection Agency, Washington, DC, May - August 2020

- Assisted staff of Assistant Administrator for Environmental Information with research and correspondence related to clean water public information campaign
- Wrote summaries of hearings used by Deputy Administrator preparing for media briefings
- Conducted email survey of 250 municipal wastewater treatment plants in New England region
- Responded to schoolchildren's questions about drinking water safety

Judicial Affairs Assistant

Dean of Students Office, University of Massachusetts Amherst, September 2019 - March 2020

- Reviewed resident life cases for accuracy and evidence
- Scheduled and arranged hearing boards
- Processed confidential judicial files

Seminar Participant, The Political Economy of Class and Race

University of Massachusetts Amherst, February - May 2019

- Examined federal housing policy with special emphasis on Congress
- Analyzed case studies of other policy areas such as employment, education, and judicial system
- Collaborated with two other students to lead discussion of legislation on educational funding
- Researched and wrote 15-page paper on recent racial judicial decisions

Administrative Assistant

University Controller's Office, University of Massachusetts Amherst, September 2018 - May 2019

- Processed individual and company accounts
- Created spreadsheets and databases
- Handled questions and requests at reception desk

## ADDITIONAL BACKGROUND

Captain, Soccer Team, University of Massachusetts Amherst, September 2019 - March 2020

Serve as liaison between 12 team members and coach

Direct team-building activities in and out of practice including spring training trip to Atlanta

Coordinate logistics such as lodging, meals, and transportation for 10 away matches

Raised \$1000 through planning and coordinating tournaments and clinics throughout year

Counter Staff, Dunkin', Northampton, MA, summers 2018 - 2020

Managed all sales transactions during 8-hour shift including busy morning rush hour

Trained five new staff in customer service techniques, cash register and espresso machine operation

## **Matt Bloom**

mablm7@gmail.com, 413-899-3333, www.linkedin/mattbloom

### EDUCATION

**University of Massachusetts Amherst**, Bachelor of Arts, December 2021

English Major, GPA: 3.3

**Professional Writing and Technical Communication Specialization**

**University of South Carolina**, Columbia, SC, 2018-2019

Moore School of Business, Advertising Major

LANGUAGE SKILLS: Intermediate Spanish

COMPUTER SKILLS: Microsoft Office - Word, Excel, PowerPoint, Publisher

### LEGAL EXPERIENCE

Law Office of Robert LaFlamme, Northampton, MA

**Paralegal Intern**, September - May 2021

- Worked remotely to write and edit legal memos and motions
- Performed legal research and utilized all available online resources
- Worked autonomously and competently and demonstrated problem solving skills
- Handled many demands and completed tasks quickly and proficiently

### OTHER BACKGROUND

**Wine and Cheese Department and Prepared Foods Team Member**, April 2019 - present

- Collaborated with team members in high-demand customer service atmosphere
- Serve as go-to person for problem solving strategies
- Work with diverse group of customers while handling multiple demands
- Learned about natural foods and co-op principles

Rafters Sports Bar & Restaurant, Amherst, MA

**Server/Host**, April 2018 - November 2019

- Balanced multiple demands while keeping high energy and remaining calm
- Provided efficient and quality service in high demand environment
- Managed large cash flows of \$5,000 to \$8,000/day

Smokin' Lil's Barbeque, Northampton, MA

**Bartender/Server/Host**, June - November 2018

- Marketed current specials and featured dishes to up-sell
- Handled competing priorities in busy environment
- Utilized public relation skills in working with general public
- Maintained high energy while efficiently balancing many demands

# Steve Student

92 Fountain Drive, Chicopee, MA 01020, 413-595-5959, steves@gmail.com

## EDUCATION

**University of Massachusetts Amherst, May 2021**

Bachelor of Music, Music Education, GPA 3.7

**Cambridge University, England, 2019**

Advanced courses in music theory and composition

**Relevant Courses:** Instrumental Technique courses in Trombone, Trumpet, Violin, Cello, Percussion, Saxophone, Clarinet; Computers in Music Education, Choral Music in the Public School

**Computer skills:** MS Office, Cubase, Musicshop

**Language Skills:** Fluent French, basic German

## TEACHING EXPERIENCE

### Student Teacher

Longmeadow High School, Longmeadow, MA, 2019 – 2020

- Create lesson plans and taught three sections of music appreciation class
- Implement classroom management successfully
- Tutor students individually during after-school program

### Private Music Teacher

Amherst, MA, 2018 – 2020

- Instruct students ages 9–16 on fundamentals of trombone
- Teach group lessons of up to six students
- Market services online and in print

### After School Program Coordinator

Amherst Regional Middle School, Amherst, MA, 2018 – 2019

- Worked with interdisciplinary team to develop after-school program for “at risk” students
- Facilitated and supervised recreational activities
- Mentored individual students

## ENSEMBLE EXPERIENCE

### Orchestral

- University of Massachusetts University Orchestra Trombone Section Leader
- Guest appearances at all Five College Consortium orchestras
- Amherst College Orchestra fully funded tour to Los Angeles, CA
- Pioneer Valley Symphony Orchestra, soloist

### Brass Quintet

- University of Massachusetts Brass Quintet
- All Nation Brass Quintet
- New England Conservatory Youth Brass Quintet

### Marching Band

- University of Massachusetts Minuteman Marching Band
- Boston Metropolitan District Commission All-Stars

## **Megan Griffin**

10 Park St., Easthampton, MA 01027 | 413-387-5555 | meggriffi134@gmail.com

### **EDUCATION**

#### **University of Massachusetts Amherst, May 2021**

Bachelor of Arts, Major: Women, Gender, and Sexuality Studies, GPA 3.7  
Commonwealth Honors College

**Language Skills:** proficient in Spanish – spoken and written

**Certifications:** Adult First Aid/CPR/AED, 2020

**Computer Skills:** Mac and PC; Microsoft Word, Excel, PowerPoint, Publisher; Adobe Photoshop

### **HEALTH-RELATED EXPERIENCE**

#### **Department of Public Health, University of Massachusetts Amherst, 2020 - 2021**

Administrative Assistant

- Assisted secretary, communicated with students, and contributed to outreach and marketing campaigns while working remotely
- Organized and distributed safe sex information for college students

#### **Life Education Center, Tamil Nadu, India, spring 2020**

Teacher

- Taught English and computer skills to young women in groups of 15 students
- Designed and instructed math course
- Participated in weekly discussion groups to discuss empowerment issues facing women

#### **Health Services, University of Massachusetts Amherst, fall 2019**

Peer Health Educator

- Co-facilitated workshops to educate college students about various health issues including sexual health, alcohol, drugs, and eating disorders
- Distributed condoms and information about health issues

#### **Nuestros Pequeños Hermanos Orphanage, Tegucigalpa, Honduras, summer 2019**

Language Volunteer

- Helped teach English language lessons for children ages 5-9 in groups of 10
- Utilized Spanish language while contributing to daily tasks such as farming and cooking

#### **Amherst Survival Center, Amherst MA, 2018 - 2019**

Food Volunteer

- Cooked food, stocked pantry and served meals to community
- Collected data to improve center services

#### **Health Services, University of Massachusetts Amherst, 2017 - 2018**

HIV Hotline Receptionist

- Handled highly confidential medical information, answered telephones, coordinated appointments
- Coordinated, assembled and restocked safe sex materials for college students

### **ADDITIONAL EXPERIENCE**

Treydon's Restaurant, Easthampton, MA, 2018 - present

**Waitress**

Sea Stripe Eatery, Wellfleet, MA, summers 2017

**Waitress**