Header should include your name (larger font size), mailing address, phone, appropriate e-mail, and LinkedIn URL

Personalized LinkedIn URL

STACY A. SWANSON

1515 Mockingbird Lane
Richland, WA 99352
https://www.linkedin.com/in/stacyswanson
sswanson@wsu.edu
509.430.5124

EDUCATION

Bachelor of Arts in Business Administration, Management Minor May 2017
WASHINGTON STATE UNIVERSITY- TRI-CITIES, RICHLAND, WA - GPA 3.60

Associate of Arts May 2015
COLUMBIA BASIN COMMUNITY COLLEGE, PASCO, WA - GPA 3.75

Most **recent** degree first, do not include high school

Bold degree and major

Include month and year you plan to graduate

EXPERIENCE

Hall Director January 2017 - May 2017
DEPARTMENT OF RESIDENT LIFE, WSU-TRI-CITIES, RICHLAND, WA
- Hired, trained, managed and evaluated 15 front desk assistants; in charge of all front desk operations
- Supervised 20 resident advisors and designed weekly programming to enhance leadership development
- Oversaw $10,000 budget including all expenditure authorizations

Experience should be most current first

Call-a-Coug Telephone Outreach Representative August 2015 - December 2016
WASHINGTON STATE UNIVERSITY FOUNDATION, RICHLAND, WA
- Communicated current information regarding activities of colleges and other campus departments
- Encouraged participation in alumni events and programs; increasing overall attendance by 10%
- Built rapport with donors and raised financial support to sustain fundraising initiatives

Resident Advisor August 2014 - May 2015
DEPARTMENT OF STUDENT LIFE, PASCO, WA
- Provided on-duty assistance and emergency response to approximately 500 residents
- Created and facilitated social, diversity, and educational programs for residents
- Counseled and advised students on academic and personal matters

Include all RELEVANT paid or unpaid full or part-time jobs and any RELEVANT volunteer or internship experience

Philanthropy and Volunteer Services Intern June 2014 - August 2014
HABITAT FOR HUMANITY, RICHLAND, WA
- Organized foundation files and developed a foundation/grant summary spreadsheet
- Assisted in researching and reviewing grant applications; attended meetings with corporate donors
- Designed a pipeline program with local organizations to recruit volunteers

Bullet points should be detailed with numbers whenever possible

LEADERSHIP

Vice President, Management Club - WSU COLLEGE OF BUSINESS August 2016 - May 2017
Affiliated Member - NATIONAL RESIDENCE HALL ASSOCIATION August 2014 - May 2017
Student Council Member - SCC DEPARTMENT OF STUDENT LIFE January 2014 - May 2017

List all relevant involvement, especially if leadership roles, starting with most recent.

Any club memberships? Those go here.

HONORS/AWARDS

President's Honor Roll December 2013 - May 2017
Washington State University President's Scholarship August 2017
Resident Advisor of the Month March 2017
Institute on Philanthropy Academic Excellence Award July 2015

Include any scholarships, distinctions, or awards in this section, starting with the most current