

Sociology

Sociology@flagler.edu
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2009 Usa Way
St. Augustine, FL 32084

EDUCATION

Bachelor of Arts in Sociology December 20xx
Psychology and History minors
Flagler College, St. Augustine, FL

EXPERIENCE

YMCA, St. Augustine, FL 20xx – 20xx
Child Care Counselor

- Conducted after-school mentorship programs at 3 elementary schools
- Assembled children's volunteer work through the St. John's Council on Aging
- Identified the individual needs of over 60 children to create interactive lesson plans and group unification in order to achieve a peaceful learning environment daily

South Shore Harbour Country Club, Houston, TX 20xx/20xx
Merchandiser, Pro-Shop Clerk & Golf Instructor

- Stocked Pro-Shop merchandise with a monthly budget of \$2,000
- Booked, organized, and implemented 10 corporate tournaments
- Instructed 6 junior golf camp programs and tournaments with more than 70 participants each

Flagler College, Saint Augustine, FL 20xx – 20xx
Alumni Relations Coordinator

- Communicated with 150 Flagler alumni weekly for information verification, donations, and upcoming event announcements
- Produced \$200 in weekly donations which contributed to the Ringhaver Student Center fund

State Farm Insurance, Austin, TX 20xx
Office Assistant

- Processed mail-outs for over 900 clients
- Developed a new filing system that expedited data retrieval for agents and awaiting customers
- Utilized corporate databases to update information for over 900 clients
- Organized and initiated weekly out-of-office breakfast meetings for 12 employees and managers
- Reviewed over 150 resumes and participated in applicant interviews to hire new employees
- Trained 5 new employees to fill my position in customer service and advanced office procedures

HONORS & ACTIVITIES

Dean's List, Flagler College 20xx-20xx
Florida Department of Children & Families Child Care Certified 20xx
Clear Lake Golf Team Scholarship 20xx
Flagler College Varsity Women's Golf Team 20xx -20xx
Captain, Clear Lake High School Golf Team 20xx
Peer Assistance and Leadership (PALs) 20xx -20xx

