

Sample Resume - Volunteer

DO NOT COPY: You are advised not to copy this sample, but to use it to generate ideas to create your own resume.

Vera Vandenberg

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W: www.veravandenberg.com.au

Availability

- Available to work 10 hours per week Thursday, Friday and Saturday, any shift
- Have drivers licence and own car

Qualifications

Bachelor of Arts

2010 - Current

Monash University

Majors: Communications & Sociology

- Credit average across degree
- Relevant subjects: TechnoDiscourse (71%), Communications ethics, policy and law (69%) & The second media age (75%)

Victorian Certificate of Education

2004 - 2009

Elwood Secondary College

- Subjects: IT, Maths Methods, English, French, Economics, Business Management
- ENTER 91.5

Work experience

Web Trouble Shooter

2010 - Current

Monash University Hockey Team (MUHT)

- Help solve problems experienced at www.monashhockey.com.au

Receptionist / Administrator

2009 - Current

NewwwWebs Graphic Design Studio

Responsibilities:

- Provide administrative support to web designers
- Liaised with clients to confirm details of their requirements

Achievements:

- Contributed content about communications to website www.newwwwebs.com.au

Memberships

- Australian Computer Society (ACS) **2008 - Current**
- Monash Association of Debaters (MAD) **2010 - Current**
- Monash University Hockey Team (MUHT) **2010 - Current**



Skills Summary

Computer:

- Databases: MS Access, SQL, Oracle
- Web Design: Dream weaver, Fireworks, Java, Flash, Visual Basic, HTML, XML, ASP

Languages:

- French: Fluent - spoken and written
- German: Basic - spoken only

Communication:

- Interpersonal: Developed effective and successful working connections with numerous teams such as Monash University Hockey team
- Written: Created documents of a high standard as seen on MUHT website
- Presentations: Received a high distinction for oral presentations in two subjects
- Diversity: Understanding of cultural differences developed through a multicultural background

Team:

- Consistent and well developed team skills as seen in academic, sporting, debating and work situations
- Always able to contribute, listen, be respectful and encouraging of others

Administration and Organisation

- 100% timely delivery of deadlines for all assignments and website updates
- Completed academic unit in project management

Analysing:

- Implement a strong analytical approach, as demonstrated through project work.
- On several assignments this year lecturers have noted the quality of analysis at both the macro and micro level.

Interests

- Hockey: Play C level hockey
- Web design: Implement new techniques on own website - www.veravolunteer.com.au
- Debating: Clear understanding of debating techniques, rules and procedures
- Anime: Enthusiast!

Referees

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