

JULIE GILLIGAN

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OBJECTIVE

Obtain entry-level human services position working with children and families.

EDUCATION

Bachelor of Arts, May 2003
Kent State University, Kent, Ohio
Major: Human Development and Family Studies
Concentration: Family Life Education
Overall GPA: 3.3 Major GPA: 3.7

RELEVANT COURSEWORK

Child Development, Family Law and Procedure, Family Intervention Across the Lifespan, Community Health

SPECIAL SKILLS

Computer Skills: Microsoft Word, PowerPoint, Internet, email
Language Skills: Fluent in American Sign Language
Certifications: First Aid, CPR

RELATED EXPERIENCE

Child Development Center, Kent State University, Kent, Ohio

Teacher Assistant (Spring 2002 - Present)

- ♦ Assisted teacher in supervision of 15-25 children ranging in age from two to five.
- ♦ Designed and implemented activities, helped with discipline, and planned field trips.

Intern (Fall 2001)

- ♦ Observed and recorded children's classroom behavior for research project.
- ♦ Assisted in planning activities, and managing children's behavior.

OTHER WORK EXPERIENCE

Office Assistant, Admissions Office, Kent State University, Kent, Ohio (October 1998 - Present)

- ♦ Greeted public, answered phones, directed students to appropriate personnel.
- ♦ Performed general office work, such as typing, filing, and copying.

Lifeguard, Parma Heights Recreation Department, Parma Heights, Ohio (Summers 1995 - 1997)

- ♦ Ensured safety of swimmers.

ACTIVITIES

Member, National Counsel on Family Relations
Member, Women's Rugby Club

REFERENCES AVAILABLE UPON REQUEST

Susan A. Brown

762 Oak Park Boulevard Kent, Ohio 44240 (330) 678-1234 (Until September 2002)
9876 Elm Street Lorain, Ohio 44567 (216) 987-6543 (Permanent)
sbrown@kent.edu

OBJECTIVE

To obtain a position in the corrections field utilizing acquired education and experience.

EDUCATION

Bachelor of Arts, August 2002
Kent State University, Kent, Ohio
Major: Criminal Justice, Major GPA: 3.45

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Internet, email

RELATED EXPERIENCE

Intern, Adult Probation Department of Summit County, Akron, Ohio (2001 - Present)

- ♦ Screened adult offenders for appropriate referrals.
- ♦ Facilitated group meetings for first-time offenders.
- ♦ Kept detailed records of interactions with clients and outside agencies.

Security Aide, Kent State University, Residence Services, Kent, Ohio (1999 - Present)

- ♦ Enforced university policies and regulations in halls and various buildings campus-wide.
- ♦ Worked cooperatively with campus police department.
- ♦ Responded to behavioral and/or crisis situations using communication and behavioral management skills.
- ♦ Received extensive training on safety measures, communication skills, conflict management and two-way radio procedures.

OTHER WORK EXPERIENCE

Camp Counselor, Camp Burton, Burton, Ohio (Summers 1998 - 2000)

Waitress, Olive Garden, Cuyahoga Falls, Ohio (1998 - 1999)

Server, Applebee's, Cuyahoga Falls, Ohio (1997 - 1998)

ACTIVITIES

Member, Alpha Iota, Criminal Justice Fraternity (1998 - Present)
Historian (2001 - Present)
Secretary (1998 - 1999)

Volunteer, Habitat for Humanity (1998)

REFERENCES

Available Upon Request

CURRENT ADDRESS

Box 309 Tri Towers
Kent State University
Kent, Ohio 44243
(330) 672-3424

PERMANENT ADDRESS

112 North Street
Meadville, Ohio 16638
(614) 542-4000
(After January 2004)

OBJECTIVE

To obtain an entry-level position within higher education administration, particularly in the areas of Admissions or Residence Services.

EDUCATION

Master of Education, December 2003
Kent State University, Kent, Ohio
Major: Higher Education Administration
Concentration: Student Development

Bachelor of Arts, May 2000
Kent State University, Kent, Ohio
Major: Psychology

HIGHER EDUCATION EXPERIENCE

Admissions

- Tour Guide Vice President**, Kent State University, Kent, Ohio (January 2001 - Present)
- Developed and trained 17 participants in Admissions outreach program
- Participated in staff meeting discussions about retention and enrollment management
- Represented University as a panel member at the Ohio Association of College Admissions Counselors New Admissions Officer Workshop
- Recruited students from eight area high schools
- Assisted staff in recruitment of transfer students from Bowling Green State University
- Hosted high school students while on campus: guided tours, provided information on campus life, and oversaw overnight housing
- Assisted in selection, training, scheduling, and development of 60 tour guides

Residence Services

- Graduate Assistant**, Lake Hall, Kent State University, Kent, Ohio (August 2001 - May 2003)
- Developed and presented program on effective counseling skills
- Created and presented developmental programs for staff
- Provided programming resources for Resident Assistants
- Organized New Student Move In Day
- Counseled and advised staff and students
- Aided in training of 24 Resident Assistants
- Resident Assistant**, Prentice Hall, Kent State University, Kent, Ohio (August 1998 - May 2000)
- Provided academic and personal counseling
- Coordinated social and educational programs
- Encouraged individual responsibility and wise decision making
- Supervised the living environment of 38 women

Student Activities

- Operations Assistant**, Kent Student Center, Kent, Ohio (August 1996 - May 1998)
- Coordinated evening set-up activities for special events
- Performed secretarial duties for Director
- Alcohol Peer Counselor**, Kent State University, Kent, Ohio (August 1997 - May 1998)
- Recruited, trained, coordinated volunteers, and developed four health programs
- Served as educational and counseling resource for the Kent community

SOCIAL WORK EXPERIENCE

Senior Practicum Student

- Robinson Memorial Hospital**, Ravenna, Ohio (January - April 2000)
- Developed programs for Intensive Care Unit and Stroke Club
- Facilitated weekly Stroke Club
- Provided counseling for patients and families
- Completed psychiatric social assessments
- Assisted with referrals to community agencies

Head Counselor

Imago Dei Ministries, Clintonville, Wisconsin (May - August 1998)

- Taught leadership and outdoor living to 46 junior and senior high school students
- Presented educational programs within the framework of Lutheran ministry
- Assisted with care plans and arranged activities
- Developed program to commemorate Older American's Month

RECOGNITION AND INVOLVEMENT

Honors

- Scholastic All-American
- Outstanding College Students of America
- Regents Scholar
- Dean's List
- Harry S. Truman Scholar

Activities

- Chair**, Political Action Committee
- Member**, Student Senate
- Member**, Senate Review Committee
- Vice President**, Social Work Club
- Member**, Students for Peace and Justice
- Volunteer**, Adopt-a-Grandparent

MEMBERSHIPS

- American College Personnel Association
- Ohio College Personnel Association
- National Association of Student Personnel Administrators

REFERENCES

Available on request