

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 Vandenburg

234 Wellington Rd, Clayton, VIC, 3800

P: 03 9905 1324 M: 0412 987 321

E: vera.vandenburg@student.monash.edu.au

W: www.wordpress.com/veravandenburg

Qualifications

Bachelor of Arts

2013 - 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

2010 - 2012

Elwood Secondary College

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

Work experience

Web Trouble Shooter

2014 - Current

Monash University Hockey Team (MUHT)

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

Receptionist / Administrator

2012 - Current

NewwWebs 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) **2014 - Current**
- Monash Association of Debaters (MAD) **2013 - Current**
- Monash University Hockey Team (MUHT) **2013 - Current**



Skills Summary

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 university subjects
- Diversity: Understanding of cultural differences developed through debating competitions with visiting students from all over the world competing

Teamwork:

- Consistent and well developed team skills demonstrated in sporting achievements
- Always able to contribute, listen, be respectful and encouraging of others, practiced as receptionist at the Graphic Design Studio

Administration and Organisation

- 100% timely delivery of deadlines for all website updates for the Monash University Hockey Team
- Completed academic unit in project management successfully

Analysing:

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

Availability for Volunteering

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

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

Mariana White
Senior Lecturer
Faculty of IT
Monash University
9905 4234
Mariana.White@t.monash.edu.au

Benjamin Brown
Director
Web Creation Department
NewwWebs
03 9324 9876
0428 987 789
bbrown@newwwwebs.com.au