Samantha Student

Chronological Resume

1011 Aldon St SW Wyoming, MI 49509

616-222-1111, samantha.student@gracechristian.edu

**EDUCATION**

**Grace Christian University,** Grand Rapids, MIAnticipated Graduation: April 2018

***Bachelor of Science in Human Services*** *GPA 3.6*

*Relevant Coursework*: Developmental Psychology, Theories and Foundations in Counseling, Social Psychology, and Cultural Diversity

* Extracurricular Activities: Varsity Volleyball, Student Government, and Aftershock Ministry

**HUMAN SERVICES EXPERIENCE**

**Wellspring Lutheran Services,** Kentwood, MI 6/2017 - Present

*Foster Care Case Aid*

* Schedule and coordinate transportation for 25 families
* Develop new supervision paperwork to better assist parent and child sessions
* Structure child care time while parents attended classes and appointments to ensure safety and structure for the children
* Create a calendar rotation to ensure visitation rooms were organized and cleaned

**Boys & Girls Club,** Grand Rapids, MI 8/2016 – 4/2017

*SMART Girls Program Intern*

* Educated and mentored 8 adolescent aged girls in regards to health, fitness, and self-esteem enhancement
* Developed attendance tracking system to share with Director of the program which increased accountability for program members
* Coordinated bi-monthly events geared towards educational opportunities

**Grace Christian University,** Wyoming, MI 9/2015 – 4/2016

*Resident Assistant*

* Responsible for rule enforcement, relationship building, and creating a safe environment for 20 on-campus female students
* Led a weekly small group regarding spiritual wellness to enhance student development
* Developed two workshops about women’s self-esteem that resulted in 50 students attending

**TECHNICAL SKILLS**

Social Media: Facebook, Instagram, Twitter, LinkedIn

Computer Skills: Microsoft Office, MedEZ Data Software

**PROFESSIONAL ASSOCIATIONS**

Young Nonprofit Professionals Network of Grand Rapids - (YNPNGR)

Grand Rapids Young Professionals - (GRYP)

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Skills Based/Functional Resume – Little related experience

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**EDUCATION:**

*Davenport University,* Grand Rapids, MI Expected Graduation Date: April 2018

**Bachelor of Business Administration in Accounting** GPA: 3.7

*Grace Christian University,* Grand Rapids, MI Expected Graduation Date: April 2018

**Bachelor of Religious Education**  GPA 3.6

*Extracurricular Activities: Student Government and Admissions Student Ambassador*

**RELEVANT COURSEWORK:**

Cost Accounting Accounting Information Systems

Payroll and State Auditing and Assurance Services

Federal Taxation Corporate Finance

**PROFESSIONAL SKILLS**

***Technology Skills:***

QuickBooks, ATX Total Tax Office, Brentmark Estate Planning Quickview, Microsoft Access

***Accounting Skills:***

Data entry, coding and categorizing data, understanding of laws and regulations, organizing information, preparing financial reports

***Mathematical Skills:***Compute interest, profit, and loss, calculate ratios and percentages

***Leadership Skills:***

Delegation of responsibilities, communication of policies, integrity in service to others

**RELATED EXPERIENCE:**

*Arbor Circle,* Grand Rapids, MI 01/2017 – 05/2017

Staff Accounting Intern

* Posted and submitted bank reconciliations
* Pulled external reports for funders in a timely fashion
* Assisted with the annual budgeting process
* Learned payroll distributions and procedures

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Chronological Resume w/ Highlights

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**PROFESSIONAL HIGHLIGHTS**

* Coordinated and facilitated 4 youth retreats consisting of 15 – 25 students and 3 volunteers
* Presented on Youth and Mental Health at denomination’s ministry conference
* Created youth mentorship program for Bayside Baptist Church which is now utilized at two other surrounding area churches

**EDUCATION**

Grace Christian University, Grand Rapids, MI Expected Graduation Date: April 2018

*Bachelor of Science in Biblical Studies with an emphasis in Youth Ministry* GPA 3.8

Relevant Coursework: Youth Evangelism & Discipleship, Issues/Culture of Today’s Youth, Youth Ministry Management, Youth Ministry in Contemporary Culture

**WORK EXPERIENCE**

Bayside Baptist Church, Bay City, MI 1/2017 - Present

*Middle School Youth Intern*

* Recruited 5 volunteers to assist with special youth events and serve as mentors to the middle school students
* Selected age and topic appropriate curriculum for Sunday school and youth group evenings
* Assisted in planning and fundraising efforts for the youth group mission trip to Mexico

Glenn Lakes Bible Camp, Glenn Lakes, OH 5/2015 – 8/2015 & 5/2016 – 8/2016

*Camp Counselor*

* Responsible for the safety, discipline, and guidance of a weekly rotation of 10-12 campers
* Created and taught morning devotionals to campers
* Served as a member of the Glenn Lake Bible Camp’s Spiritual Development Committee
* Received training in CPR, First Aid, Interpersonal Conflict Resolution, and Mental Health Awareness

Grace Christian University, Wyoming, MI 9/2014 – 5/2016

*Kitchen Crew Member*

* Maintained the sanitation of kitchen appliances in order to meet regulations and create a safe environment
* Trained incoming employees on portioning procedures, cleaning chemicals, and safety procedures resulting in better consistency amongst staff
* Provided excellent customer service; greeting each student with a friendly manner and quick and efficient service

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Skills Based/Functional Resume

Focus on Academics

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**Education**

***Grace Christian University***, Wyoming, MI Expected Graduation: April 2019

Bachelors of Music with an emphasis in Worship Arts GPA: 3.7

**Skills Summary**

* Proficient in Propellerhead’s Reason, Avid’s Pro Tools, and Apple’s Final Cut Pro video editing software
* Sight singing, critical listening, rhythmic dictation, and melodic and harmonic dictation
* Composing and arranging music for contemporary music styles
* Play piano, guitar, and cello

**Course Projects**

**Senior Worship Program**, Grace Christian University Fall 2018

Worship Program

* Led 5 rehearsals for a 7 team member band
* Coordinated video, lighting, sound equipment needs, and lighting for the 40 minute program
* Strategically selected songs, scripture reading, and personal testimonies to reflect the vision of the program

**Leading Worship,** Grace Christian University Spring 2017

Presentation: The Corporate Service and the Encouragement of Worship

* Conducted research about the theology of the corporate worship service throughout church history
* Presented to classmates on a method of incorporating a gospel focus into each element of the service

**Music Ministry Experience**

**Crosswinds Church**, Wyoming, MI May 2017 - Present

Music Leader Volunteer

* Facilitate praise band rehearsals when Music Director is absent
* Select devotions and co-lead weekly prayer during rehearsals
* Ensure song lyrics are accurate and ordered in the presentation software

**Grace Christian University**, Wyoming, MI September 2016 - Present

Chapel Ensemble Member

* Performed in front of a 300 student audience 8 times per semester
* Selected scripture reading that was relevant to the theme of the chapel service
* Provided encouragement and training to new chapel ensemble members