

Samantha Student

1011 Aldon St SW Wyoming, MI 49509
616-222-1111, samantha.student@gracechristian.edu

EDUCATION

Grace Christian University, Grand Rapids, MI Anticipated 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 - (YNPNR)
Grand Rapids Young Professionals - (GRYP)

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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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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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Education

Grace Christian University, Wyoming, MI
2019

Expected Graduation: April

Bachelors of Music with an emphasis in Worship Arts
3.7

GPA:

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
2017

Spring

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
Present

May 2017 -

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