

Vera Dunn

Student Employee, English Department Office Assistant

☎ (573) 555-2764

✉ vera.dunn@example.com

🌐 linkedin.com/example/veradunn

📍 Columbia, MO 65201

STRENGTHS

- 📁 **Book Organization**
Cataloged classroom collections and checked alphabetical shelving twice, catching misplaced titles before review.
- 📁 **Office Support**
Built orderly workflows for labels, mail slots, notices, and supplies; peers found materials easier to locate.
- 📍 **Visitor Service**
Answered routine campus questions and tested direction guides with peers, making assistance clearer and more welcoming.
- 📅 **Event Preparation**
Set up registration materials, signage, handouts, and slides; staff could begin programs with fewer last minute tasks.
- 💻 **Microsoft Office**
Created Word notices and PowerPoint reminders for student audiences, then checked dates and formatting before sharing.

SKILLS

Microsoft Word

Microsoft PowerPoint

Office organization

Customer service Book cataloging

Alphabetical shelving Mail sorting

Copier support Event setup

Visitor directions

Signage preparation

Slideshow preparation

Written communication

Document formatting

Material handling

SUMMARY

Undergraduate English student with campus based experience supporting **office organization**, **customer service**, written communication, and event preparation. Academic and student work includes cataloging book collections, maintaining **alphabetical shelving** systems, sorting mail style materials, updating posted information, and preparing spaces for campus activities. Comfortable using **Microsoft Word** and PowerPoint for notices, reminder slides, labels, checklists, and event communications. Familiar with routine copier support, paper loading, basic copy settings, visitor directions, and courteous assistance for students and guests. Balances scheduled responsibilities with coursework, follows detailed instructions, handles books and office materials carefully, and communicates availability clearly. Prepared for supervised part time work during Fall 2026 and paid departmental training beginning in November.

EDUCATION

Bachelor's Degree in English

Mid Missouri State College 🎓 GPA: 4.0 📅 2028 📍 Columbia, Missouri

***Coursework:** English composition, professional communication, book organization, Microsoft Office applications*

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft PowerPoint, Microsoft Office
- **Book Organization:** Cataloging, Alphabetical shelving, Collection records
- **Office Administration:** Mail sorting, Mailbox labels, Office hours
- **Document Production:** Notices, Labels, Checklists
- **Event Materials:** Registration materials, Signage, Handouts
- **Visitor Support:** Campus directions, Student assistance, Guest service
- **Copy Equipment:** Copy machines, Paper loading, Basic copy settings
- **Presentation Support:** Slideshows, Reminder slides, Presentation files
- **Recordkeeping:** Structured spreadsheets, Master rosters, Circulation status
- **Communication:** Written communication, Verbal directions, Posted information
- **Campus Operations:** Office procedures, Supply inventories, Event preparation

EXPERIENCE

Campus Office Operations Project

University Project 📅 August 2026 to Present 📍 Columbia, Missouri

Supports a supervised academic office simulation focused on document organization, book handling, visitor communication, **mail sorting**, copier readiness, and event materials. Applies Microsoft Word and PowerPoint within structured classroom workflows while documenting procedures and escalating equipment concerns for review.

- Organized approximately 180 books and documents through **cataloging** and **alphabetical shelving** for a simulated academic office.
- Created **Microsoft Word** notices and PowerPoint slides for class changes, office updates, and campus events.
- Sorted practice correspondence into labeled faculty mail slots and checked labels against a master roster.
- Tested copier paper loading and basic settings in a supervised campus lab, documenting issues for staff review.
- Wrote campus direction guides and evaluated clarity through peer navigation exercises with common destinations.
- Prepared an office procedures portfolio covering organization, posted updates, visitor service, and equipment readiness.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER

0 MONTHS

Part Time Student Event Volunteer

Student Activities Office 📅 January 2026 to Present 📍 Columbia, Missouri

- Provides supervised event and visitor support for campus programs, preparing registration materials, signage, presentation files, notices, and supply areas. Coordinates assigned tasks around coursework and communicates schedule changes early, helping staff maintain orderly events and welcoming service.
- Arranged registration materials, handouts, signage, and presentation files before supervised campus programs.
 - Welcomed **students** and **visitors**, answered routine questions, and provided directions to meeting rooms.
 - Revised event checklists and simple notices in **Microsoft Word** under staff review.
 - Prepared PowerPoint slides highlighting upcoming programs and reminders for campus display screens.
 - Organized printed materials and supply inventories after events for easier staff retrieval.
 - Balanced volunteer shifts with coursework and communicated class related availability changes in advance.

English Studies Book Organization Project

Academic Research 📅 September 2025 to December 2025 📍 Columbia, Missouri

- Completed a supervised humanities collection project involving cataloging, shelving, labeling, documentation, and presentation of instructional books. Used structured records and quality checks to support clear browsing, careful material handling, and shared collection access.
- Cataloged a 120 title instructional collection and recorded title and circulation status in a spreadsheet.
 - Shelved materials **alphabetically** and completed a second review that identified misplaced items.
 - Prepared **Microsoft Word** labels and location guides for easier classmate browsing during project sessions.
 - Created a PowerPoint presentation explaining **cataloging** methods, organization rules, and quality checks.
 - Moved and staged book stacks between worktables and shelving areas under instructor guidance.
 - Presented project methods to classmates and answered questions about sorting and documentation decisions.

PROJECTS

Campus Office Procedures Portfolio 📅 2026

Compiled a supervised portfolio covering book organization, mail style sorting, posted information updates, visitor directions, copier readiness, and event support procedures.

English Collection Cataloging Presentation 📅 2025

Documented a classroom collection process through spreadsheet records, alphabetical shelving, Word labels, and a PowerPoint explanation of quality checks.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026, recognized for strong academic performance.
- Campus Service Recognition, 2026, acknowledged dependable support for student activities.
- Peer Welcome Volunteer, Student Activities Office, supported visitors and campus programs.

CERTIFICATIONS

- Microsoft Learn: Work Smarter with Microsoft Word 📅 2026
- Microsoft PowerPoint Presentation Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Humanities Student Reading Group, event support volunteer.
- Student Activities Office, peer welcome volunteer.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST