

Lia Henry

Student Worker, Grants and Research Office Support

📞 (717) 555-2948

✉️ lia.henry@example.com

🌐 linkedin.com/example/liahenry

📍 Lancaster, PA 17603

STRENGTHS

- 🎯 **Accurate data work**
During coursework, reviewed records twice before submission. This habit kept datasets current and gave faculty confidence in results.
- 🗣️ **Clear communication**
Turned dense funding research into short summaries and presentation slides. Reviewers could quickly see next steps and key requirements.
- 📅 **Organized follow up**
Meeting notes became dated action logs after project reviews. Teammates had a practical reference for assignments and deadlines.
- 📅 **Independent planning**
Balanced weekly assignments with campus commitments through Outlook planning. Work stayed on schedule without constant reminders.
- 👥 **Event coordination**
Helped shape a conference simulation from submissions through teardown. The team gained a clearer sequence for setup and hosting.

SKILLS

Data entry Records maintenance

Web based research

Grant research Proposal support

Microsoft 365 Microsoft Project

Microsoft Word Microsoft Outlook

Microsoft Excel

Microsoft PowerPoint

Meeting notes

Written communication

Event planning Time management

SUMMARY

Current university student preparing for grants and research office support through academic projects, campus service, and structured administrative experience. Practical Microsoft 365 proficiency includes Excel, PowerPoint, Word, Outlook, and introductory Project use. Academic work has built reliable skills in **data entry**, record maintenance, **web based research**, professional writing, meeting notes, and information organization. Supervised grant research developed familiarity with funding opportunities, proposal requirements, eligibility details, deadlines, and follow up tracking. Conference planning work added experience with communications, presentation submissions, event setup, hosting support, and teardown planning. Independent coursework strengthened time management and careful review habits. Campus leadership reflects dependable collaboration, clear communication, and willingness to learn. This foundation supports accurate **grant administration**, internal student grant coordination, **departmental communications**, and research conference preparation.

EDUCATION

Bachelor's Degree in Communication Studies

Northfield College 🎓 GPA: 4.0 📅 2027 📍 Lancaster, PA

***Coursework:** Professional writing, organizational communication, research methods, information management*

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint
- **Microsoft 365:** Microsoft 365, Outlook, Project
- **Spreadsheet Analysis:** Sorting, filtering, data validation
- **Grant Research:** Funding searches, eligibility, deadlines
- **Proposal Support:** Requirements, milestones, follow up
- **Records Management:** Record updates, file naming, version control
- **Written Communications:** Grant summaries, email, instructions
- **Meeting Documentation:** Meeting notes, action logs, follow up
- **Event Planning:** Conference setup, hosting, teardown
- **Information Management:** Data entry, current records, organization
- **Research Methods:** Web research, source review, findings
- **Data Quality:** Accuracy checks, validation, completeness

EXPERIENCE

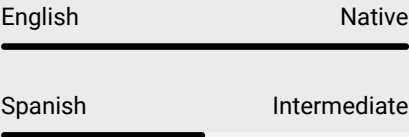
Student Grants Research Assistant

Academic Research 📅 January 2026 - Present 📍 Lancaster, PA

Supervised academic role supporting grant research, proposal tracking, **written communications**, records maintenance, and meeting documentation. Work combines **Microsoft 365** tools with careful source review and independent deadline management.

- Researched public and private funding opportunities online, organizing eligibility, deadlines, and requirements in Excel.
- Built an Excel tracker with 40 funding **records**, applying review checks for consistent coursework data.
- Drafted grant summaries in Word and email communications in Outlook for clear reviewer **follow up**.
- Presented funding comparisons in PowerPoint, translating detailed sources into concise visual summaries.
- Recorded project **meeting notes**, sorted action items by due date, and updated shared information.
- Mapped proposal tasks, dependencies, and milestones in introductory **Microsoft Project** exercises.

LANGUAGES



MY CAREER



- Student Grants Research Assistant at Academic Research (9 Months)
- Research Conference Planning Project Student at University Project (4 Months)
- Office Information Management Project Student at Course Project (4 Months)

Research Conference Planning Project Student

University Project 📅 August 2025 - December 2025 📍 Lancaster, PA

Supervised conference planning simulation covering presenter records, communications, scheduling, room preparation, **hosting support**, teardown, and team documentation. Project emphasized current information and dependable event coordination.

- Created an event plan covering presenters, rooms, communications, setup, hosting, and **teardown** activities.
- Built an Excel tracker for 28 submissions, checking presenter details, sessions, titles, and status fields.
- Prepared presenter instructions and event materials in Word and PowerPoint for classroom review.
- Researched university events online, summarizing registration, scheduling, and program format observations.
- Captured planning notes and maintained an action log with assignments, decisions, and approaching deadlines.
- Presented the conference operations plan, explaining information flow and practical event sequencing.

Office Information Management Project Student

Course Project 📅 January 2025 - May 2025 📍 Lancaster, PA

Academic office information project focused on accurate data entry, record updates, document organization, professional communication, and independent task planning. Deliverables received strong faculty feedback for accuracy and organization.

- Entered and validated 150 practice records in Excel, identifying incomplete or inconsistent information.
- Used sorting, filtering, and data validation to improve review quality across an administrative dataset.
- Produced formatted Word documents and PowerPoint materials for varied academic communication scenarios.
- Organized electronic records with consistent names and versions, improving faculty access to project files.
- Planned weekly assignments in Outlook, balancing course deadlines with other academic commitments.
- Submitted a cleaned dataset, communications samples, note template, and records guide for faculty review.

PROJECTS

Grant Opportunity Information Tracker 📅 2026

Supervised project organizing funding sources, eligibility details, deadlines, proposal requirements, reviewer notes, and follow up tasks in Microsoft Excel. Work connected web research with clear grant administration records.

Campus Research Conference Operations Plan 📅 2025

Conference planning simulation brought together presenter tracking, event communications, room preparation, hosting support, setup, teardown, and action logs. The plan gave classmates a clear and workable event sequence.

LEADERSHIP & AWARDS

- Dean's List, 2025
- Academic Excellence Scholarship, 2025 - 2026
- Student Research Presentation Recognition, 2026

CERTIFICATIONS

- Microsoft 365 Fundamentals 📅 2026
- Excel Skills for Business 📅 2025

PROFESSIONAL AFFILIATIONS

- Campus Peer Mentor, 2025 - Present
- Student Research Symposium Volunteer, 2025 - 2026
- Community Service Club Event Coordinator, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST