**Leslie Barbara Knope**

Leslie.Knope@gmail.com **·** (215) 555-1234

Current Address: Philadelphia, PA 19118

Permanent Address:Pawnee, IN 62558

**EDUCATION**

**Chestnut Hill College,** Philadelphia, PA

*Bachelor of Arts in Political Science* **May 20xx**

Minor: Environmental Science

Summa cum Laude

**RELATED EXPERIENCE**

**Students Political Science Association (SPSA), Chestnut Hill College,** Philadelphia, PA

*President* September 20xx – Present

* Create meeting agendas and presided over organization meetings (15 members) on a bi-weekly basis.
* Collaborate with the Political Science department to design programming events.
* Discuss allocated club funds with campus administration.

**Haverford Township Recreation Department,** Havertown, PA

*Environmental and Conservation Summer Intern* May 20xx – August 20xx

* Assist with outdoor projects, such as tree maintenance, rain/pollinator garden maintenance, trail maintenance, spotted lanternfly mitigation, and invasive species removal.
* Collaborate with staff on grant writing, sign creation, and planning community events.

**LEADERSHIP EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chestnut Hill Activities Team (CHAT), Chestnut Hill College,** Philadelphia, PA

*Public Relations Officer* September 20xx – Present

* Manage all advertising through social media outlets, such as Facebook, Instagram, and Twitter.
* Utilize Microsoft Publisher to create marketing materials to promote organization’s events.

*Member* September 20xx – Present

* Serve on various committees, such as Fall Fest Planning Committee.
* Attend weekly organization meetings.

**Office of Admissions, Chestnut Hill College,** Philadelphia, PA

*Student Ambassador* September 20xx – September 20xx

* Provided tours of campus and promoted the college to prospective students, families, and guests.

**VOLUNTEER EXPERIENCE**

*Volunteer*, **Campus Ministry, Chestnut Hill College,** Philadelphia, PA August 20xx – Present

**ADDITIONAL EXPERIENCE**

*Server*, **Bruno’s Restaurant,** Lafayette Hill, PA September 20xx – Present

**SKILLS**

Computer: Microsoft Word, Excel, PowerPoint, Access, Publisher, Canvas, Canva, Social Media (Facebook, Twitter, Instagram, TikTok)