

George B. Weston

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EDUCATION

University of Dayton Dayton, OH May 20XX
Bachelor of Arts in History, minor in Philosophy GPA: 3.0

QUALIFICATIONS

- Served in several campus leadership positions
- Oral communication skills: persuasive and articulate
- Ability to quickly analyze a problem and develop an effective response
- Work effectively in a team setting or independently
- Proficient in written and spoken German
- Computer skills: Microsoft Office, online research and web design

EXPERIENCE

Librarian Assistant, University of Dayton Roesch Library Dayton, OH
Department of Government Documents June – May 20XX

- Updated files and records and processed new acquisitions
- Conducted research projects
- Led the creative team in designing collection displays

Interning Research Assistant, Carillon Historical Park Dayton, OH
Aug.– Dec. 20XX

- Observed the administrative processes of a non-profit museum while conducting research and learning conservation techniques
- Communicated the historical significance of exhibitions by leading museum tours

Document Currier, Wellington Law Offices Dayton, OH
Oct. – March 20XX

- Delivered documents to appropriate courts and offices
- Conducted a reconfiguration of the office filing system

Administrative Assistant, Greenbriar Nursing Center Laura, OH
May– Aug. 20XX

- Assisted in the training of new employees
- Supervised the outdoor management division

ACTIVITIES

- Student Judicial Hearing Board 20XX - present
- University of Dayton Medieval Club 20XX - present
- History Honors Society: Phi Alpha Theta 20XX - present