

**PERMANENT ADDRESS**

555 Park Place  
 Marietta, OH 4555  
 (555) 555-5555

# Jason M. Sumter

**LOCAL ADDRESS**

5555 Starlette Court  
 Kettering, OH 45555  
 sumterjm@omail.com

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**EDUCATION**

**UNIVERSITY OF DAYTON**, *Dayton, OH*  
 Bachelor of Arts: Sociology  
 Minor: Social Work

Graduate: May 20XX  
 GPA: 3.4/4.0

**HONORS**

Alpha Kappa Delta Sociological Honor Society Member  
 James Johnson III Scholarship - Department of Sociology 20XX

**EXPERIENCE****Jamesville Community Services**

*Intern and Tutor*

Jamesville, Ohio  
 Aug. 20XX-present

- Mentor and tutor public school children ages 10-17
- Help develop students' reading, science, English, and mathematics skills through hands-on collaboration
- Assist in assessing reading level and math proficiency of students with the use of standardized tests
- Plan and advertise of after-school activity programs
- Lead activities and games at after-school center with children 2<sup>nd</sup> grade through 4<sup>th</sup> grade

**Hanover Medical Center**

*Volunteer, Developmental Pediatrics Clinic*

Hampton, Ohio  
 Sept. – May 20XX

- Interacted with patients in waiting area
- Assisted with patient needs and concerns
- Applied knowledge of medical terminology to prepare physician documents

*Human Resources/Physician Recruitment*

May –Sept. 20XX

- Provided staff with accurate record of recruitment costs for 20XX
- Created databases for nationwide Physician Recruitment programs
- Updated information in Excel involving employee benefit programs

**ACTIVITIES**

- Facilitate student education programs as Peer Mediator, 20XX
- Student Judicial Hearing Board Member, 20XX – 20XX
- Fundraiser and walk participant, Relay For Life, 20XX
- Directed panel discussion, Stander Symposium 20XX
- Intramural soccer and volleyball member 20XX – 20XX

**SKILLS**

- Microsoft Word, PowerPoint, Excel, and Access
- Ability to communicate effectively with a wide variety of people
- Self-motivated with very strong work ethic
- Excellent interpersonal, written, and verbal skills
- Capable of working effectively with both children and adults