

**PERMANENT ADDRESS**  
555 Park Place  
Marietta, OH 4555  
(555) 555-5555

# Jason M. Sumter

**LOCAL ADDRESS**  
5555 Starlette Court  
Kettering, OH 45555  
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## EDUCATION

**UNIVERSITY OF DAYTON**  
**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

- Mentored and tutored public school children ages 10-17
- Helped develop students' reading, science, English, and mathematics skills through hands-on collaboration
- Assisted in assessing reading level and math proficiency of students with the use of standardized tests
- Included in planning and advertising of after-school activity programs
- Led activities and games at after-school center with children 2<sup>nd</sup> grade and up

**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
- Student Judicial Hearing Board Member
- Fundraiser and walk participant, Relay For Life, 20XX
- Directed panel discussion, Stander Symposium 20XX
- Intramural soccer and volleyball

## SKILLS

- Microsoft Word, PowerPoint, Excel, Access, and Internet
- 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

**References upon request**