

Undergraduate CV Sample

George M. Williams

123 Market St., Iowa City, IA 52242
319-555-1234, george-williams@uiowa.edu

EDUCATION

B.A., Psychology; B.A., Spanish May 20xx
The University of Iowa
Iowa City, IA
GPA: 3.9/4.0

Spanish Language & Literature Study Abroad
Summer 2010
La Universidad de Guanajuato
Guanajuato, México

CLINICAL EXPERIENCE

Intern August 20xx-May 20xx
Adoption and Attachment Treatment Center of Iowa, Iowa City, IA
Administered & scored psychological testing; co-facilitated group therapy focusing on social skills and emotional regulation; assisted with behavioral interventions with children. Population served included children with attachment difficulties, trauma and loss histories, ADHD, Asperger and oppositional defiant tendencies. Trained in safe physical restraint, assisted with assessment of individual and group skills, provided children with play-directed activities to help children process feelings

RESEARCH EXPERIENCE

Research Assistant January 20xx-May 20xx
Iowa Depression & Clinical Research Center, Iowa City, IA
Screened women for postpartum depression through inventories including the PHQ-9 and PRAMS-6; recruited participants for studies through phone interviews; assisted in data analysis and entry; presented scholarly articles of recent research findings in clinical psychology, certified from IRB, attended weekly lab meetings to discuss research findings and progress

ADMINISTRATIVE EXPERIENCE

Receptionist Summer 20xx
Concordia Place, Chicago, IL
Managed office area of a non-profit organization assisting low-income families and children; collaborated with executive staff on projects; handled client payments; assisted clients with paperwork for the Department of Human Services and Action for Children Program; monitored building security; answered phone calls and parent questions; maintained child files and medical records; assisted with fundraisers; maintained positive, friendly environment at front desk

Administrative Assistant December 20xx-May 20xx
Gersh, Hartson, Payne & Associates, P.C., Iowa City, IA
Assisted clients and psychologists with client scheduling and payment needs; entered patient charges and diagnoses using Therapist Helper software; filed insurance claims on a weekly basis & contacted insurance companies to confirm patient benefits; oversaw client waiting area by answering phone calls and managing payments; assisted psychologists and office manager with reports and office projects

ADMINISTRATIVE EXPERIENCE (Continued)

Recruiting Coordinator Assistant August 20xx-April 20xx
The University of Iowa Pomerantz Career Center, Iowa City, IA
Presented to business classes on utilizing the HireaHawk.com online job website; advised students on interview schedules and current jobs and internships available; worked with students to resolve problems with website account; managed interview rooms and employer lounge for recruiters; updated online employer profiles; contacted students to establish and confirm interview schedule

LEADERSHIP EXPERIENCE

Dance Marathon Programming Director August 20xx-present
The University of Iowa, Iowa City, IA
Acquired \$1,000 in donations for an event that raised more than \$1 million benefiting pediatric oncology patients at the University of Iowa Children's Hospital; developed and led a committee of 15 students to organize family activities attracting more than 100 attendees per event; created and maintained relationships with 3 families affected by cancer

Judicial Court Justice August 20xx-May 20xx
The University of Iowa Student Government, Iowa City, IA
Appointed by the vice president of the University of Iowa Student Government (UISG); Adjudicated appeals sent by campus organizations and other UISG affiliations; revised entire UISG constitution after instructions to review the by-laws of the elections board committee

Student Health Representative August 20xx-May 20xx
The University of Iowa, Iowa City, IA
Conducted research that led to the development of the first on-campus pharmacy; attended meetings comprised of university professors, doctors, nurses, and graduate students; submitted formal statements regarding the need for all students to have access to affordable health care

COMMUNITY INVOLVEMENT

Volunteer Summer 20xx
Hospital ISSSTE, Guanajuato, México
Assisted psychologist in scoring of psychological tests; conversed in Spanish with chronically mentally and physically ill patients; worked with clients on relaxation techniques; provided positive social interaction with patients

Campus Ministry at the University of Iowa August 20xx-May 20xx
Music Leader/Volunteer, Iowa City, IA
Led worship services by providing organ and piano music; served the homeless; created gifts for the elderly; assisted in serving food on various occasions; supplied music for disadvantaged churches and congregations around the area