


REED FARROWS

Honors College Student Receptionist

CONTACT

reed.farrows@email.com 

(123) 456-7890 

San Angelo, TX 

[LinkedIn](#) 

[Github](#) 

EDUCATION

B.A.

English

Angelo State University

August 2020 - current

San Angelo, TX

GPA: 3.94

Relevant courses

Honors History 101

Honors English 102

Creative Writing

Poetry

Short Fiction

SKILLS

Meticulous writer

Strong Public Speaking

Blackboard

MS Office and Google Drive

Phone and Chat Communication

Organized

ACHIEVEMENTS

Dean's List (All Semesters)

Who's Who Award in English
(Spring 2021)

OBJECTIVE

Angelo State University Sophomore with experience in student jobs and volunteer work. Seeking a position as the Honors College student receptionist, where my knowledge of all things ASU, oral communication skills, and technical writing education would positively contribute to the work environment.

PROJECTS

Basketball Intramurals

Co-captain

January 2022 - current

- Co-captain of the ASU basketball team with 17 players on the roster
- Mentored 5 team members one-on-one, improving points scored per minute by 11%
- Held the highest rate of steals per minute on the team, increasing the rate of ball position by ASU by 18%
- Helped teammates through difficult life events, improving the grades and performance of 3 players

Honors College Student Volunteers

Student Volunteer Coordinator

January 2021 - current

- Hosted 6+ annual volunteer recruitings, attaining 26 new volunteers who remained active throughout 2021
- Scheduled volunteer training events 2 times per semester, keeping volunteers updated on relevant skills
- Supervised teams of 14+ volunteers

English Peer Tutoring for International Students

Tutor

August 2020 - current

- Tutored 18+ international students across every level of English proficiency
- Received 100% positive feedback and reviews from peers for patience and clarity of the material
- Facilitated get-togethers for international students seeking new friendships and study partners, helping a group of 7 students create a new campus club