

EMPLOYMENT

January 2008-
February 2011

Processor

Funderburg Library, Manchester College, North Manchester, Indiana

- Processed digitizing and shelving books/DVDs/periodicals
- Completed special projects as directed by the librarians involving library website, updating periodicals, and inventory, NCATE data entry

June 2009-
January 2011

Circulation Desk Assistant

Funderburg Library, Manchester College, North Manchester, Indiana

- Assisted students in locating and retrieving library materials
- Shelved books according to the Dewy Decimal System
- Enforced rules and regulations of library

August 2004-
October 2009

Waitress

Gallahan's Family Restaurant, Peru, Indiana

- Trained new employees
- Collaborated with team to serve customers in the most efficient way

LEADERSHIP PROFILE

September 2007-
May 2011

Habitat for Humanity, President, 2008-2010

Manchester College, North Manchester, Indiana

- Orchestrated planning of three spring break work camps
- Attended three spring break work camps in Mississippi, Georgia, and Kentucky
- Contributed in monthly meetings to discuss campus improvements as student government delegate

August 2008-
May 2010

Student Orientation Leader

Manchester College, North Manchester, Indiana

- Created nurturing environment for incoming students to become familiar with the campus
- Provided support to new students as they adjusted to college demands
- Served as a positive role model for new students

HONORS AND ACTIVITIES

Manchester College Dean's Scholarship	2007-2011
Student Education Association	2007-2011
Completed over 1200 hours of volunteer work	2007-2011
Indiana Reading Corps	2007, 2009-2010
Newman Catholic Fellowship	2007, 2009-2010
Manchester College Dean's List	2008-2010
Midwest Campus Compact Citizen-Scholar Fellows Program	2010

PROFESSIONAL DEVELOPMENT WORKSHOPS

Manchester College: The ABCs of Autism	2010
21st Annual Great Kids, Great Communities Conference	2010
Project Learning Tree Conference	2010
Early Learner Conference: Story Time Slime with Julie Gintzler	2010
Manchester College: Poverty Simulation	2009
Manchester College: Celebrating Diversity Workshop	2008
The World at Your Finger Tips	2008
Indiana Early Childhood Conference	2008