

## Alexis Carey

Resumes are often called curriculum vitae (CVs) overseas. Research what information is standard for each country (e.g.: marital status; nationality; birth date.) Many countries also require a picture to be submitted.

**Address:** 320 Washington Street, Easton, MA 02375, USA  
**Tel/Mobile:** (001) 508 565-5555  
**Email:** student@stonehill.edu  
**Date of Birth:** 23<sup>rd</sup> August 1988  
**Marital Status:** Single  
**Nationality:** American

### PROFILE

A fun-spirited, motivated, action-oriented college graduate with a passion for politics and a strong commitment to progressive causes. A proven campaigner with excellent written and presentational communication skills.

### RELATED EXPERIENCE

**Stonehill College, Office of Development, N. Easton, MA**

*Attaining the Summit* Campaign Officer

- Gained significant telephone and email campaigning experience
- Developed effective marketing and communication skills
- Consistently achieved fundraising goals, increased donations by 10% during second quarter

Write a descriptive overview of your professional profile; keep it to less than 3 lines.

### ADDITIONAL WORK EXPERIENCE

**Brockton Regional School District, Brockton, MA**

December 2006-Present

*Substitute Teacher*

- Work in classrooms ranging from Pre-K to grade 6, also in special education classrooms
- Follow lesson plans when left by teacher and helped students with their work

**The Brown Family, Easton, MA**

Summers 2007 & 2008

*Babysitter*

- Trusted by parents to watch two children – a boy 15 months and a girl three years
- Planned activities for the children including making books, field trips, and teaching Spanish vocabulary

### VOLUNTEER INITIATIVES

**Relay for Life**

- Raised over \$2,000 and completed walk for the American Cancer Society

**Walk for Hunger**

- Participated in 20-mile walk to raise funds for Boston's *Project Bread*, an anti-hunger organization

**Students for Environmental Action**

- Served as president of group to raise awareness of the environmental impact of a medium-sized campus' environmental

**Into The Streets** (Stonehill community service program)

- Stocked supply shelves at Boston Food Bank

### EDUCATION AND QUALIFICATIONS

Bachelor of Arts, **Stonehill College**, N. Easton, MA Expected May 2009

Major: English; Minor: Religious Studies

Honors Program Scholar; Dean's List; GPA: 3.83/4.00

### OTHER SKILLS

Fluent in Spanish

Computer: Microsoft Word, Excel, PowerPoint, Quickplace, E-mail, Internet, Adobe Photoshop

International CVs are often 2-3 pages, do not feel restricted to one page

### INTERESTS

Traveling; hiking; music; cooking

### REFERENCES

Louise Lynch, Supervisor at Stonehill College, (001) 508 565-0000

Paco Clynchwinkle, Supervisor at Brockton Elementary School, (001) 508 565-1111