

Jordan Lloyd
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205-348-5848
3400 Ferguson Center
Tuscaloosa, AL 35487

EDUCATION **Bachelor of Arts**, May 20xx
New College, Interdisciplinary Studies
The University of Alabama, Tuscaloosa, AL
Depth Study: Non-Profit Management
GPA: 3.8/4.0

STUDY ABROAD **Spain Learning Program**, Barcelona, Spain (Food, Farm, and Culture Course), Summer 20xx

**RESEARCH
EXPERIENCE** **“Using Personality Types in Non-Profit Management”**, May 20xx
Senior Project, New College, The University of Alabama, Tuscaloosa, AL

- Optional descriptors
- Optional descriptors

**RELEVANT
EXPERIENCE** **Outreach Intern**, August 2011 - Present
Green Co., Birmingham, AL

- Direct 40+ student volunteers in community projects
- Interview residents and community leaders
- Plan and implement events for youth to learn about conservation
- Write blog entries and recruit contributing writers
- Start with a verb and don't include (I, me, my)
- Use www.onetonline.org for help with descriptions

Student Farmer, January 2011 – December 2012
NEW 243, Independent Study, Schrute Farms, Someplace, MO

- Worked on organic farm for five weeks, documenting practices
- Gained understanding of National Organic Program regulations
- Monitored effectiveness of natural fertilizers and pesticides
- Evaluated data and wrote article for organic farming publication
- Use www.onetonline.org for help with descriptions
- Start with a verb and don't include (I, me, my)

**ADDITIONAL
EXPERIENCE** **Sales Associate**, May 2013 - Present
Health Hut, Tuscaloosa, AL

Student Office Assistant, August 2012 – May 2013
New College, The University of Alabama, Tuscaloosa, AL

**COMPUTER
SKILLS** Microsoft Office (Excel, Word, and PowerPoint), SPSS, Adobe Photoshop, Adobe InDesign,
Adobe Illustrator, Keynote, Pages, Numbers, Final Cut Pro, MacOSX, Windows

**HONORS AND
ACTIVITIES** **Member**, New College Council, The University of Alabama, 2011 - Present
Member, Golden Key Honor Society, The University of Alabama, 2012 – Present
Recipient, Deans List, The University of Alabama, Fall 2011, Fall 2012, Spring 2013
Volunteer, Ripple Effect, The University of Alabama, 2012
Participant, Up ‘Til Dawn, The University of Alabama, 2011

when appropriate, you can add a “Relevant Coursework” section to further emphasize expertise in a specific subject area. “Research Experience” and “Study Abroad” are optional sections—all others are vital to the resume.
*Information and sections may differ depending on your depth study and the job or school in which you are applying. For an individual consultation, please contact the Career Center at 205-348-5848.