



HARPER LEWIS


Work Study Intern

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced professional with a decade of diverse roles, seeking to excel as a Work Study Intern. Proven ability to support academic initiatives, enhance operational processes, and foster collaboration among teams. Passionate about utilizing my extensive experience to contribute positively to educational projects and drive impactful outcomes.

WORK EXPERIENCE


Work Study Intern  Jun / 2019-Ongoing
Maple Leaf Consulting  Toronto, ON

- 1. Supervised and guided work-study students, enhancing their learning experience.
- 2. Analyzed and tracked statistics, preparing detailed reports for academic committees.
- 3. Participated in college committees to improve academic policies and student services.
- 4. Maintained knowledge of MARC records to support library functions.
- 5. Applied archival concepts to organize and preserve historical documents.
- 6. Developed online archival indices and guides to improve accessibility.
- 7. Collaborated with faculty to enhance library resources and student engagement.

Work Study Intern  Jun / 2015-Jun / 2019
Cactus Creek Solutions  Phoenix, AZ

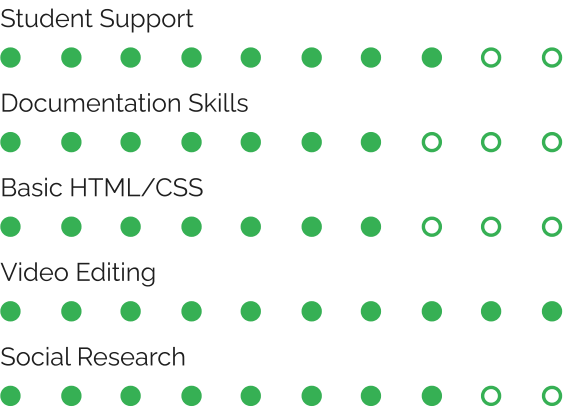
- 1. Assisted in art classes for children, promoting creativity and teamwork.
- 2. Organized and managed classroom materials, ensuring smooth operation.
- 3. Processed donations and provided timely receipts to contributors.
- 4. Resolved inquiries from veterans regarding eligibility for programs.
- 5. Cataloged and organized environmental library resources for easy access.
- 6. Digitized important documents, enhancing archival processes.
- 7. Conducted research on best practices, contributing to a 10% increase in project success rates.
- 8. Managed inventory and supplies, reducing costs by 25% through effective resource allocation.

EDUCATION

Bachelor of Arts in History  Jun / 2012-Jun / 2015
University of Random City  Seattle, WA

Focused on archival studies and historical research methodologies.





SKILLS



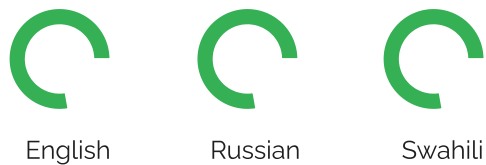
INTERESTS

-  Cycling
-  Blogging
-  Photography
-  Hiking


STRENGTHS

-  Motivation
-  Detail-oriented
-  Criticality
-  Enthusiasm

LANGUAGES



ACHIEVEMENTS

-  Developed comprehensive reports that improved departmental efficiency by 20%.
-  Facilitated workshops that increased student engagement by 30%.
-  Conducted research and compiled data for reports, enhancing the quality of information presented to management.
-  Managed scheduling and coordination of meetings, ensuring all stakeholders were informed and prepared.