

UNDERGRADUATE HSSN RÉSUMÉ

For a review, e-mail: careers@utep.edu

See more
documents here



Promotion Pete

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EDUCATION

Bachelor of Science in Health Promotion
The University of Texas at El Paso (UTEP)

Anticipated 05/20XX
Overall GPA 3.75/4.00
Major GPA 4.00/4.00
Expires 03/20XX
Expires 04/20XX
Expires 05/20XX

Certified Health Education Specialist (CHES)
First Aid Certification
Lifeguard Certification

Honors & Activities:

Dean's List – Fall 20XX and Spring 20XX
Eta Sigma Gamma Lambda, Member, Fall 20XX – Present

Relevant Courses

Public Health Administration
Community Nutrition

Community Health Education
Chemistry I & II

EXPERIENCE

Lifestyle Assistant

UWSP Health Center

06/20XX – Present
El Paso, TX

- Prepare and implement monthly educational programs in stress management, relaxation and massage
- Counsel about five individuals in diet and exercise on a weekly basis
- Increase 10% of employee physical activity by developing and supervising employee walking club
- Conduct a presentation for 200 participants on smoking cessation program

Lifeguard/ Swim Instructor

YMCA

07/20XX – 08/20XX
El Paso, TX

- Promoted safe swimming techniques such as diving and basic safety to a class of five children between the ages of six and eight
- Conducted summer swimming classes for four different groups of children between the ages of eight and 12 with the aim of strengthening their swimming skills
- Taught stretch and tone, no-impact water aerobics classes for adults twice a week
- Reduced swimming related injuries by overseeing the swimming pool during peak hours

VOLUNTEER EXPERIENCE

Volunteer Fundraiser

Big Brothers Big Sisters of El Paso

07/20XX – 08/20XX
El Paso, TX

- Increased contributions by \$500 by leading a team of eight volunteers to organize new monthly community fundraiser activities
- Increased the number of volunteers by 5% by recruiting more frequently with social media outreach
- Organized efforts to gain sponsors for the yearly Big Brothers Big Sisters Fundraiser

Volunteer

Battered Women's Shelter

06/20XX – 08/20XX
El Paso, TX

- Assisted by cleaning and organizing the facility's garage and kitchen on a weekly basis
- Lead a group of three in Christmas activities such as caroling and gift exchange

SKILLS

Proficient in MS Word and Excel
Extensive use of MS PowerPoint

- Working knowledge of Spanish
Proficient in X, Instagram, and Facebook

Accomplishment Statements

Accomplishment Statements are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).

It is important to tailor your statements to the job description and include measurable data as much as possible.

See examples of accomplishment statements in the “Experience Section” on page one.

Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

Measurable Data

**Quantify when possible using:
numbers, percentages, dollar amount(s), or
time frames**

Action Words

Verbs that strongly promote your skills and accomplishments

Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 8/23