

Sohee Cho

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EDUCATION

University of Arkansas Little Rock, Little Rock, AR

Expected May 20XX

Bachelor of Arts in Sociology

GPA: 3.3 /4.0

Relevant Coursework: Sociology of Organizations, Sociology of Health and Illness, Environmental Sociology

SKILLS SUMMARY

- Technical Skills: C++, SPSS, SQL, Microsoft Office (Excel, PowerPoint, Word, Publisher)
- Leadership Skills: Project Planning, Empathy, Active Listening, Critical Thinking, and Public Speaking

ORGANIZATIONS, LEADERSHIP, & INVOLVEMENT

Chancellor's Leadership Corps (CLC), University of Arkansas Little Rock,

20XX – 20XX

- Increased campus and community involvement by 5%
- Earned 100 hours of community service

CHASSE Ambassador, University of Arkansas Little Rock,

20XX – 20XX

- Collaborated with peer ambassadors to increase campus belong and DEI initiatives
- Created event flyers and social media posts using Canva and increased Instagram followers by 7%
- Escorted employers and organized student check-ins at career fairs
- Managed front-desk initiatives, including directing 50+ daily phone calls and fielding 20+ daily inquiries

Volunteer, Literacy Action of Central Arkansas,

20XX – 20XX

- Increased monthly event participation by 4%

Volunteer, American Red Cross,

20XX – 20XX

- Served as a volunteer for 5 nationwide emergencies for a total of 200 service hours

EXPERIENCE

Bank OZK, Little Rock, AR

December 20XX – Present

Receptionist

- Managed incoming calls on a multi-line phone system for 3 companies and 5 facilities.
- Scheduling meetings and appointments using Google Calendar and Microsoft Outlook
- Professionally handled delicate situations, such as customer requests, special needs

University of Arkansas Little Rock, Little Rock, AR

September 20XX – May 20XX

Greek Life Event Assistant

- Created seating charts, booked venues, and found entertainment for greek life events.
- Recruited, trained, and prioritized workload for 3-4 student workers.
- Coordinated with external vendors to ensure accurate ordering of greek life event material.
- Manage executive calendar, coordinating up to 30 daily calls and appointments
- Execute meeting coordination from start to finish
- Generate calendar invitations using Google Calendar and Microsoft Outlook,
- Prepare meeting agendas using Google Docs and Microsoft Word

AWARDS

Chancellor's Leadership Corps Scholarship Program (\$6,000/year)

08/20XX - Present

- Highly competitive based on academics, leadership, activities, and community involvement