

Bob Jones

Dearborn Heights, MI (555) 555-5555
notarealemail@umich.edu, LinkedIn URL (not linked)

EDUCATION

University of Michigan-Dearborn

Bachelor of Arts in Communications and minor in Economics
GPA: 3.4, Dean's list Winter 2022, Summer 2022, Winter 2023
Courses: xx, xx, xxx, xx,

Dearborn, MI
Expected Graduation: May 2024

WORK EXPERIENCE

Blue Cross Blue Shield of Michigan

Enterprise Information Security Intern

Detroit, MI
May 2023 - Present

- Conduct audits of enterprise information technology and security controls, enhancing the training framework for System and Organizational Controls (SOC1, SOC2 Type 2)
- Collaborate with a team of 4 to respond to internal and external inquiries related to auditor follow-up requests
- Utilize Microsoft Excel to track status by individual control; built out an internal SharePoint repository following naming conventions for artifact submissions, reviews, and storage
- Review and assess information security policy and standards artifacts for sufficiency to support continuous improvement and mitigate risk

Mesa College-Cutler Center

Cutler Center Assistant

Mesa, MI
December 2020 - December 2021

- Engaged effectively with students to provide information regarding solutions for everyday college issues related to registration, navigating systems, and additional challenges
- Emphasized the value of student partnerships by recognizing the importance of interactive breaks, and fostering meaningful conversations about enrolled courses to enhance overall productivity and academic success
- Explored assistance programs with students based on individual needs and referred 10+ students monthly

University of Michigan-Dearborn

First-Year Experience Mentor

Dearborn, MI
July 2020 - September 2021

- Supported 25+ first-year students in the transition to the college environment through implementation of open communication and rapport building strategies
- Facilitated weekly meetings with students to address academic concerns and interests, subsequently referring to appropriate campus resources
- Collaborated with faculty to prepare and deliver weekly developmental workshops on essential skills such as time-management, organization, and career planning

CAMPUS ACTIVITIES AND LEADERSHIP

Student Government

Scholarship and Awards Officer

March 2020 - January 2023

- Collaborated with various campus departments to identify and promote scholarship and award opportunities and individual students

First Generation Student Organization

Public Relations and Outreach

August 2019 - January 2023

- Connected with other student organization leaders and sought opportunities to bring in guest speakers and host workshop collaborations with campus offices.