

# Ophelia Paine

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## PROFILE

- Part of a team raising over \$70,000 for Relay for Life the past 2 consecutive years
- 5+ years of experience in customer relations with excellent problem-solving and negotiating skills
- Event planning, budget, and management experience, coordinating logistics and supervising up to 75 volunteers
- Skilled in Microsoft Office (Excel, PowerPoint, Word, Publisher) & Social Media (Facebook, Twitter, Instagram)

## EDUCATION

### **Bachelor of Arts in Psychology**

Graduation May 20xx

Pre-Law Track | Minor: Spanish

University of Arkansas, Fayetteville, AR

GPA 3.7/4.0 | Dean's List (every semester Fall 20xx – Fall 20xx)

## LEADERSHIP EXPERIENCE

### **Senator, Associated Student Government (ASG), University of Arkansas**

08/20xx - Present

- Elected to represent the interests of 27,000+ undergraduate & graduate students
- Vote in university-wide policy decisions on issues affecting students, staff, & faculty, including the University of Arkansas Safe Ride Program, voter registration initiative, and Sustainability Week funding
- Give 10-15 detailed oral and written presentations on curriculum reform actions in public student forums

### **Vice President, University of Arkansas Relay for Life**

08/20xx - Present

- Organize 2 relay events annually, coordinating 75 volunteers, transportation, and 6 route water stations
- Raised over \$70,000 (as an organization) for the American Cancer Society in the past 2 years
- Cooperate with 4 colleges in the tristate area (AR, OK, MO) to promote networking
- Plan and host 2-3 fundraisers a year to raise money for the Relay for Life event

### **Social Chair, Kappa Kappa Gamma Sorority Inc., University of Arkansas Chapter**

05/20xx - Present

- Manage multiple social events for 110+ members, overseeing locations, volunteers, transportation, catering, and entertainment, with a budget of \$500-\$20,000 per event
- Collaborate with a committee of 7 other students to formulate ideas
- Promote events via social media platforms (Twitter, Facebook, Instagram), resulting in a 9% increase in attendance over the previous year

### **Adventure Mentor, R.O.C.K. (Razorback Outreach for Community & Knowledge) Camp Adventure**

07/20xx

- Supervised up to 20 youth, ages 8-10, from diverse backgrounds
- Generated records such as fee structures and incident reports using Microsoft Excel and Word
- Communicated information to the New Student & Family Programs graduate assistant, ensuring student safety
- Collaborated with Outdoor Connection Center staff to organize a float trip for approximately 300 peers

## WORK EXPERIENCE

### **Student Ambassador, Student Support Services, University of Arkansas, Fayetteville, AR**

08/20xx - Present

- Deliver 10 presentations per semester to recruit new members and increase organization awareness
- Facilitate transitional programs for first-generation, non-traditional, and other underserved students
- Assist with coordination and implementation of social media accounts, including Twitter, Facebook, & Instagram
- Trained to work and assist with building social skills such as team building and conflict resolution for students from low socioeconomic backgrounds

## CAMPUS INVOLVEMENT EXPERIENCE

Pre-Law Society

08/20xx - Present

Kappa Kappa Gamma Sorority, Inc.

10/20xx -

Present

Psychology Club

08/20xx - Present

Habitat for Humanity Campus Chapter

09/20xx - Present

## AWARDS

University of Arkansas Current Student Scholarship (\$4,000/year)

08/20xx - Present

Outstanding Sophomore Psychology Student

05/20xx

Martin Luther King Jr. Scholarship (\$1,000/year)

08/20xx - 05/20xx