

## ROBERT A. STUDENT

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- EDUCATION:**
- Bachelor of Science, Psychology** Anticipated May 2010  
Northern Michigan University, Marquette, MI  
Cumulative GPA: 3.57/4.00 Major GPA: 3.3/4.00  
Specialized course work includes research design and analytical psychology, statistics for psychology, computer science courses.
- Regents Endorsement Diploma** June 2006  
Foreign Language Academy of Global Studies High School, Bronx, NY  
Graduated with honors, Arista National Honor Society
- Study Abroad** August 2002-February 2003  
American Field Service, AFS Austria  
Explored Austrian culture for over six months and gained an appreciation for new cultures, languages and education systems.
- EXPERIENCE:**
- Office Assistant** August 2007 to Present  
Center for Leadership & Transition Services, Northern Michigan University  
Performed general office duties, including computer data entry, record-keeping, filing, telephone and in-person communication, and mailings. Assist first-year students with transition into university. Assist Student Government Association with marketing the organization.
- Teacher's Assistant** July 2008 to August 2008  
Susan Wagner Day School, Marquette, MI  
Aided the head teacher with a class of 5+ boys with moderate to severe autism.
- Student Director for Orientation** November 2008 to Present  
Center for Leadership & Transition Services, Northern Michigan University  
Assisted with the development and implementation of StART (Student Advance Registration and Transition) program and the Spring and Fall Orientation programs.
- ACTIVITIES:**
- Secretary of Campus Life Committee** September 2007 to January 2009  
Center for Student Enrichment, Northern Michigan University  
Took minutes and make information available to the other members of the committee.
- President of LYNX** October 2008 to January 2009  
Omega Phi Chi, Kappa Chapter  
Facilitate weekly meetings and coordinate activities, outings, and fundraisers for LYNX.
- SKILLS:**
- Working Knowledge: German, French; Conversational: Spanish  
Computers: Proficient: SPSS; Windows 7 Professional including Word, Excel, and PowerPoint  
Organization and time management skills