**SAMPLE RESUME.** Jordan Rivera is a fictitious student. All names, contact details, organizations and experiences on this page are made up for illustration.

# Jordan Rivera

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## EDUCATION

**Walla Walla University, College Place, WA** Expected June 2028

Bachelor of Science in Biology, minor in Chemistry

GPA: 3.6 | Relevant coursework: Cell and Molecular Biology, Biostatistics, Organic Chemistry

## SKILLS

**Software:** Salesforce (high proficiency), Various project management software, Python (basic)

**Technical:** Microscopy, pipetting, gel electrophoresis, lab safety procedures

**Languages:** Spanish (conversational), French (basic)

**Certifications:** CPR and First Aid, American Red Cross, 2026

## EXPERIENCE

**Office Assistant** Sept. 2026 to present

*Walla Walla University, College Place, WA*

- Answer 40+ calls and walk-in questions a day in a warm and professional manner
- Route students to the right office and clearly outline our services and resources
- Schedule appointments for a staff of six and keep the shared calendar current
- Wrote a front desk guide that new student workers now use in training, which has reduced errors by 50%

**Student Missionary Teacher** Sept. 2025 to June 2026

*Walla Walla University Student Missions, Majuro, Marshall Islands*

- Taught English and Bible classes to 30 students in grades 5 and 6
- Catered my communication and teaching style to each individual child
- Planned weekly activities and field trips with a team of four volunteers, focusing on safety and having clear plans should emergencies arise.
- Met with families each quarter to share their child's progress and goals

## SERVICE AND LEADERSHIP

**Food Pantry Volunteer** Summer 2025

*Compassionate Pantry, Walla Walla, WA*

- Planned and led daily inventory and safety checks
- Recruited and scheduled other volunteers, providing guidebooks and training
- Established more efficient data tracking and processes for the pantry, leading to the ability to apply for grants

**Pathfinder Club Counselor** Sept. 2023 to June 2025

*Adventist Church, Walla Walla, WA*

- Mentored six club members through weekly honors, service projects and campouts
- Organized a canned food drive that collected more than 400 items for a local food bank