**First Name, Last Name** | City, State & Zip Code | studentname@gmail.com | (555) 555-5555

**EDUCATION**

**The University of Scranton, Scranton, PA** *May 2023*

* Master of Arts in Theology, GPA 3.75/4.00

**The University of Scranton, Scranton, PA** *May 2022*

* Bachelor of Arts in Theology and Religious Studies, Overall GPA 3.8/4.0, Major GPA 4.0/4.0
* Minor in English, Concentration in Peace and Justice Studies

**HONORS**

Theta Alpha Kappa – National Honor Society in Theology and Religious Studies *April 2019 – Present*

Dean’s Scholarship

Dean’s List – 7/8 semesters

**WORK EXPERIENCE**

**Department of Theology/Religious Studies,** **The University of Scranton** *August 2022 – Present*

**Graduate Assistant**

* Work closely with Faculty Chairperson to critically think about the mission of the program and how to best implement it within the department
* Serve as a resource for professors and assist with grading papers and tests
* Effectively communicate with faculty and staff to ensure the department provides quality educational resources for undergraduate and graduate students
* Provide open office hours to help undergraduate and graduate students with their theology studies

**Immaculate Conception Parish, Scranton, PA** *August 2019 – May 2022*

**Sacristan**

* Supported pastoral staff in preparing for daily and weekly Masses
* Organized Mass materials and regularly kept track of sacristy supplies
* Altar served for weekly Sunday Masses

**Campus Ministries, The University of Scranton** *August 2018 – May 2022*

**Office Assistant**

* Helped the Executive Director to assess student evaluations of office programming
* Assisted staff members with tasks pertaining to office events, retreats, and service trips
* Utilized organizational skills through helping staff with day-to-day office tasks, such as warmly greeting guests, redirecting phone calls, assorting office files, and maintaining tidiness to foster a welcoming environment

**SERVICE ACTIVITIES**

**Relay for Life, The University of Scranton** *January 2019 – April 2022*

* Coordinated and organized annual event by working with a team to coordinate event and solicit donations

**The University of Scranton Campus Ministries’ Retreats Program** *September 2019 – February 2022*

* Participated in several retreats, including a week-long retreat to Death Valley National Park

**Make-A-Wish Foundation, The University of Scranton** *February 2019 – December 2019*

* Served as a club member and helped coordinate services to the foundation’s benefactors

**The University of Scranton International Service Program Trip, El Salvador** *August 2019*

* Worked with CRISPAZ for ten-day immersion service experience

**Immaculate Conception Parish Summer Camp, Scranton, PA**  *Summers 2016-2019*

* Served as a leader for Christian summer camp for elementary school children