

MIRANDA. HANSEN

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EDUCATION

Bachelor of Art, May 20XX

University of Wisconsin-La Crosse, La Crosse, WI

Major: English

Minor: Psychology

Dean's List, 5 semesters

Financed 100% of education by working an average of 20 additional hours per week.

EDITING & WRITING EXPERIENCE

Editorial Intern, *Kaplan Schweser*, La Crosse, WI, August 20XX – May 20XX

- Proofread, edited, and materials to be published
- Provided feedback and suggestions on submitted documents

Editor, *Literary Journal* “Steam Ticket”, January-May 20XX

- Managed and encouraged writers to complete tasks to best of their ability
- Worked closely with the team and faculty advisor to meet deadlines
- Assisted with the overall layout of the journal

Writings Published, *Catalyst* (book sponsored by the UW-L Honors Program), 20XX and 20XX

LEADERSHIP EXPERIENCE

President, *English Club*, UW-La Crosse, September 20XX-May 20XX

- Led weekly executive meetings
- Assisted with planning programs for the campus and community
- Attended bi-weekly meetings with advisor

Moderator/Participant, *American Multicultural Leadership Conference (AMSLC)*, 20XX-20XX

Volunteer: *Salvation Army, Emerson Elementary School, American Red Cross*, 20XX-20XX

EMPLOYMENT HISTORY

Student Recruiter, September 20XX-May 20XX

Office of Multicultural Student Services, UW-La Crosse

- Recruited and visited with prospective students and families
- Traveled to regional high schools to recruit multicultural students
- Interviewed perspective students

Staff Supervisor/Tutor/Counselor, June 20XX – December 20XX

Academic Success Institute, UW-La Crosse

- Helped multicultural freshman students to get acclimated to college life
- Tutored English while serving as a counselor to assist the students with any problems or concerns
- Supervised a staff of three tutors and counselors

REFERENCES

Available upon request