

Bella Stevens

4769 Hollyhock Avenue
Rice Lake, WI 54868
(715) 234-XXXX
BellaStevens@gmail.com

Education

Bachelor of Science, December 20XX
University of Wisconsin-La Crosse; La Crosse, WI
Major: Public Administration, emphasis in Personnel Administration
Minor: Political Science
GPA: 3.67/4.0 (overall) 3.71 /4.0 (major)
Dean's List, 2 semesters
Graduated with High Honors

Associates Degree, May 20XX
University of Wisconsin-Barron County; Rice Lake, WI

Professional Experience

Human Resources Intern, May-August 200XX
Human Resources Department – Rice Lake City Hall; Rice Lake, WI

- Interviewed and screened prospective employees
- Reviewed applications and made recommendations
- Wrote descriptions for available positions
- Developed job advertisements for openings
- Observed office staff in daily tasks

Intern, September 20XX – May 20XX
U.S. Senator– Milwaukee Office; Milwaukee, WI

- Assisted with casework for Wisconsin constituents.
- Provided general office support.
- Attended listening sessions.
- Draft correspondence.

International Experience

Study Abroad, January – May 20XX
London Metropolitan University; London, England

- Took classes in Business Administration, Human Resources Development, and Personnel Administration
- Traveled to countries throughout Europe gaining insight into new cultures

Campus and Community Involvement

- Alpha Phi Sorority, 20XX – 20XX
- Treasurer of Panhellenic Sorority Council, 20XX-20XX
- Political Science Association, 20XX
- Boys and Girls Club tutor
- Marshfield Relay for Life, team captain

Work History

Teller, August 20XX – present
Associated Bank; La Crosse, WI

Teller, March 20XX – August 20XX
Rice Lake Medical Center Credit Union; Rice Lake, WI

Sales Associate, May 20XX – August 20XX
JC Penney Stores; Rice Lake, WI

References for Bella Stevens

Joe Heim, Ph.D.

Professor, Department of Political Science/Public Administration
University of Wisconsin – La Crosse
428E Wimberly
1725 State Street
La Crosse, WI 54601
(608) 785-XXXX
heim.joes@uwlax.edu

Jo Arney, Ph.D.

Assistant Professor, Department of Political Science/Public Administration
University of Wisconsin – La Crosse
428G Wimberly
1725 State Street
La Crosse, WI 54601
(608) 785-XXXX
arney.jo@uwlax.edu

Deke Shepherd

Director, Human Resources and Personnel Department
Rice Lake City Hall
476 Rice Lake Way
Rice Lake, WI 54868
(715) 234-XXXX
hrpd@ricelake.com