**JAMES MASTERS**

 (859) 555-1414 | James.Masters@gmail.com

**OBJECTIVE**

To achieve an administrative staff position in a non-profit setting utilizing knowledge of and experience with service learning and volunteer recruitment and training.

**EDUCATION**

NORTHERN KENTUCKY UNIVERSITY, Highland Heights, KY

Master of Public Administration, December 20XX

Nonprofit Management Concentration

GPA: 3.7/4.0

Study Abroad 20XX: Grameen Bank Headquarters, Bangladesh

UNIVERSITY OF KENTUCKY, Lexington, KY

Bachelor of Arts in Sociology/Social Welfare, June 20XX

GPA: 3.5/4.0; Dean’s List five semesters

**CAREER RELATED EXPERIENCE**

GRADUATE ASSISTANT, 20XX-XX

Scripps Howard Center for Civic Engagement,

Northern Kentucky University, Highland Heights, KY

* Updated center website with programming notes and information on local nonprofits.
* Created marketing materials to promote programs and events such as the Six@Six Lecture Series, the Mayerson Student Philanthropy Project, and the Northern Kentucky Forum.
* Worked with university faculty to incorporate service learning in classes.

VOLUNTEER TRAINING INTERN, Summer 20XX

American Red Cross, Cincinnati, OH

* Taught and developed Community Disaster Education.
* Recruited and trained volunteers.
* Helped organize response teams for local and national disasters.

SOCIAL SERVICES INTERN, Spring 20XX

Brighton Center, Newport, KY

* Tutored youth and organized activities for after-school programs.

**EMPLOYMENT**

BANK TELLER, BOOKKEEPER, Summers 20XX, 20XX and 20XX

Bank of Kentucky, Crestview Hills, KY

* Handled and reconciled daily cash drawer; processed credit card applications.

**MEMBERSHIP**

PUBLIC ADMINISTRATION STUDENT SOCIETY (PASS)

* Organized speaker series featuring non-profit and public sector administrators.

**COMPUTER SKILLS**

Proficient with Excel, Access and PowerPoint