REBECCA GREENGOLD

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EDUCATION

Listing your high school is an option through sophomore year

William & Mary, Williamsburg, VA — May 20XX

Bachelor of Arts, Major: Sociology, Minor: English, GPA: 3.4

Include GPA ≥ 3.0

Relevant Coursework: Globalization and International Development, Environmental Justice, The Politics of Global Health

Honors: Varsity Gymnastics: Second-team ALL-GEC, W&M Provost Awardee, Dean's List

Study Abroad, The Hague, Netherlands — May 20XX – June 20XX

Completed multi-disciplinary course examining responses to climate change in the United States and the Netherlands followed by a 2-week course in the Netherlands analyzing socioeconomic, eco-social, and political implications

SKILLS

List applicable skills connected to field of interest & position

Technology: Microsoft Excel, PowerPoint, Outlook, Teams, Adobe Photoshop, Premier Elements (video editing), Acrobat Pro, Canva, ChatGPT 3.5

Social Media: Instagram, X, LinkedIn, Facebook, TikTok

Language: Conversational Spanish

This section can include work, volunteer, internship, campus leadership, and other experiences, and be organized based on relevancy to the field. Headings can highlight skill sets or industry experience - Research Experience, Marketing Experience, etc.

RELEVANT EXPERIENCE

Marketing Intern, *Norfolk Zoo*, Norfolk, VA — June 20XX – August 20XX

- Created both printed and digital Safari Adventure Guides with Abode Photoshop, utilized by approximately 5,000 elementary school children throughout the summer
- Coordinated and moderated six focus groups comprised of teachers, parents, and children and analyzed responses to effectively guide content of Safari Adventure Guide
- Initiated the zoo's first Instagram account, focused on a new panda exhibit, which generated over 1,500 followers
- Highlighted zookeepers and staff, upcoming exhibits and programs, and funding priorities in weekly newsletter distributed to over 20,000 annual members with an open rate of 18%

Event Assistant, *Heritage Humane Society*, Williamsburg, VA — June 20XX – August 20XX

- Developed and maintained "Tails on the Trail" event website using the Wix platform, including program description, graphic creation, and shared photos; monitored registration activity
- Assisted with marketing and implementation of "Drool in the Pool" event by creating 5 dedicated social media posts on Instagram and TikTok, launched a T-shirt design contest, and onboarded and scheduled over 20 volunteers
- Maintained relationships with donors and patrons by providing friendly customer service during fundraising events

LEADERSHIP EXPERIENCE

Creative Director, *Flat Hat Magazine*, William & Mary — August 20XX – Present

- Oversaw 5 copy editors and 2 staff writers for the Arts + Culture section of quarterly print and digital publication
- Designed photoshoots for upcoming spreads including coordinating models, attire, props, and locations
- Edited copy for approximately 10 long-form articles per year, provided feedback on tone of voice, fact checked, and ensured pieces match the Flat Hat Magazine brand

Student-Athlete, *William & Mary Division I Gymnastics*, Williamsburg, VA — August 20XX – Present

- Collaborated with 20+ team members to set team and individual goals, monitor progress, train, and compete
- Promoted the program to prospective student-athletes through tours, conversations, and overnight visits

ADDITIONAL EXPERIENCE

Server, *Waterman's Surfside Grill*, Virginia Beach, VA — May 20XX – August 20XX

- Provided quality customer service in a fast-paced, high-volume restaurant with over 5,000 customers in peak season
- Conducted training sessions for 10 new servers; filled in as host on a rotating basis as needed

MEMBERSHIPS

Section heading can also be Professional Development, Activities, or another descriptor

Member, *Pointe Blank Dance Team,* William & Mary — January 20XX – Present