

TIM MCSPIDER

UR 1234 • University of Richmond, VA 23173 • (111) 555-5555 • tim.mcspider@richmond.edu

Education

University of Richmond – Richmond, VA (May 2010)

Bachelor of Arts in History; Secondary Education Minor; GPA: 3.72

- Foreign Language Teaching Endorsement, PK-12
- Kappa Delta Pi – International Honor Society in Education

Universidad de Valencia – Valencia, Spain (Fall 2008)

Community Involvement

Volunteer: Crossover Clinic – Richmond, VA (Summer 2009)

- Translated for pregnant Hispanic women during their bi-weekly examinations
- Translated medical history paperwork and collected donations

Volunteer: Spring Break Service Trip – St. Stephens, SC (Spring 2009)

- Repaired houses after hurricane Gaston in rural South Carolina

ESL Tutor: Hartville Migrant Worker Camp – Hartville, OH (Summer 2008)

- Taught ESL to Mexican migrant workers in the muck farm region of Ohio

Work Experience

Student Affairs Intern: Richmond College Dean's Office – Richmond, VA (Summer 2009)

- Researched residential colleges and special interest housing at private universities
- Developed a portfolio of observations, diagrams, and recommendations for administrators

Resident Assistant: Richmond College Dean's Office – Richmond, VA (Fall 2008 – Present)

- Supervise 35-40 residents and fostered the development of a respectful community
- Organize programs to entertain/educate residents by utilizing campus offices and resources
- Confront resident conflicts, university policy violations, and emergencies
- Address resident concerns by communicating with fellow Residence Life Staff members

Custodian: Northwood Elementary School – North Canton, OH (Summer 2008)

Extracurricular Activities

Council Member: University of Richmond Judicial Council – Richmond, VA (Fall 2009 – Present)

- Participate in hearings for students appealing university policy violation sanctions
- Organize programs to educate students about their rights and privileges

Member & Secretary: Delta Kappa Epsilon Fraternity – Richmond, VA (Fall 2009 – Present)

- Collect dues, record minutes, contact alumni, and provide risk management at events

Skills

- SafeZone trained in confronting issues for homosexual, bi-sexual, and transgender individuals
- Microsoft Word, Excel, Outlook,
- Fluent in written and spoken Spanish

Interests

- Traveling and SCUBA diving in Florida and Mexico; music; photography