

# Francie Firstyear

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## EDUCATION

**University of Richmond**, Richmond, VA, May 2016

*Work approximately 15 hours a week while maintaining a full-time student schedule*

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## HONORS

**Dean's List**, Fall 2012

**Bonner Scholar** (serve 10 hours a week in a community non-profit)

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## EXPERIENCE

**Parson's Music Library**, University of Richmond, VA, September 2012 - Present

*Assistant*

- Train new employees, process new materials, organize library resources
- Assist students and faculty in obtaining materials, contact other libraries for loans

**2012 Class Cabinet**, University of Richmond, VA, October 2012 - present

*Cabinet Member*

- Elected position in Student Government as government liaison to student body
- Organized and oversaw class events, managed budget of \$500, and coordinated six volunteers
- Attended weekly meetings to address issues and recommend improvements in student life
- Demonstrated flexibility and special attention to detail

**Camp Grossman**, Westwood, MA, June - August 2012

*Swimming Instructor*

- Taught six swimming classes, student ages ranged from 4 to 12 years old
- Emphasized ability to work with people of all ages
- Served as a lifeguard; trained in CPR and First Aid

**Appleby's**, Westwood, MA, June – August, 2009-2011

*Waitress*

- Trained new employees and assisted management with end of the night receipts
  - Provided excellent customer service by maintaining a positive attitude and managing several tables each shift
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## SKILLS

- Conversational Spanish
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel, GarageBand, SPSS