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## **OBJECTIVE**

Second Year Biology student at Old Dominion University with a variety of work experience, community service, and leadership. As an organized and goal-driven individual, I will add significant value to any internship role- a lab setting, hospital, or other. My strong work ethic and prior work experience will ensure that I make meaningful contributions to your company's goals.

## **EDUCATION**

Old Dominion University: *Norfolk, VA*  
May 2022

### ***Bachelors of Science – Biology***

While studying abroad in Ireland and Italy, I've had the opportunity to develop greater interpersonal skills, real world understanding, and a global mindset.

In the classroom, I have studied literature, philosophy, ethics, science, and mathematics. As a wellrounded and educated contender, my background in college is a major point of development for furthering my career.

William J. Palmer: *Colorado Springs, CO*

***High School Diploma & International Baccalaureate Diploma***  
2018

May

## **RELATED EXPERIENCE**

**Old Dominion University – Norfolk, VA**

*Honors College Resident Assistant* Aug 2018 - Current

- Contributed to the Hampton Roads community through community service.
- Connected with my peers in a positive environment.
- Communicated and developed skills to form relationships at ODU.

**Army Department of Defense-Finance Internship - Louisville, KY**

Student Trainee (Office Support Clerk): May 2019 – Aug 2019

- Government Employee for the United States Army at Fort Knox office of Finance.
- Producing a variety of documents using varied and advanced word processing software functions;

- Storing, retrieving, editing, and printing a variety of documents with complex formats such as graphics or tables within the text;
- Sorting, calculating, and retrieving data from electronic databases or spreadsheets to produce reports, charts, and graphs;
- Answering telephones and referring callers to staff members or taking messages as appropriate;

**Qdoba** - *Louisville, KY*

*Crew Member:* May 2018 – Aug 2018

- Greeted customers in a friendly manner
- Prepared food in a safe and clean manner
- Worked in a team structure for tasks like cleaning and restocking

**Springs Orleans** - *Colorado Springs, CO*

*Hostess:* Jan 2018 – May 2018

- Effectively sat costumers in the most for smooth operation
- Communicated with coworkers and customers efficiently
- Problem- solved for issues of overbooking

**McDonald's** - *Colorado Springs, CO*

*Crew Member* - Jul 16 - May 17

- Handled money in a responsible way on a computer program
- Prioritized tasks of the team from cleaning to greeting customers
- Handled the stressful situation properly

## **LEADERSHIP**

**Sapelo Square** – *Old Dominion University*

*Arts and Culture Content Editor Intern*

- Assisted editor in producing and overseeing content on Sapelo Square
- Assisted editor in collaborating with co-editor to effectively manage, edit, produce and publish content for the appropriate section of Sapelo Square
- Assisted editor in identifying and recruiting potential contributors and provide guidance to contributors throughout the writing and submission process

**Cultivating the Youth Experience** - *Louisville, Kentucky*

*Youth Leader Intern*

- Helped with a youth reading and literature program over the summer to help build a bridge between the youth and their dreams.

- Tutored for core subjects to ensure education retention over break.
- Helped with homework, daily work, and reading, as well as game-time and breakfast/lunch preparation.

**Palmer High School - Colorado Springs, CO**

*Vice President of National Honor Society*

- Mainly worked to construct different volunteer opportunities and open the program to more possibilities.
- Promptly attended monthly and weekly meetings.
- Led meetings and volunteer opportunities.

**Palmer High School - Colorado Springs, CO**

*Student Council*

- Responsible for big event planning like homecoming and prom.
- Worked to uplift morale through talent shows, basketball games, and spirit week.
- Held position of Student Body President my senior year.

**Palmer High School & Old Dominion University**

*Free time activity*

- Tutored younger siblings in homework (ages 6-14).
- Tutored for ACT examinations.
- Tutored friends with homework in chemistry, earth sciences, math, and more.

**Old Dominion University – Norfolk, VA**

*Student Government Association (SGA) Senator - Present*

- Contributed to the Hampton Roads community through community service.
- Connected with my peers in a positive environment.
- Communicated and developed skills to form relationships at ODU.

**Old Dominion University – Norfolk, VA**

*Innovate Monarchs Experience & Scholarship - Upcoming*

- Using design thinking approach to problem-solve research within a high-impact team environment to identify solutions.
- Participated in field work, dug into key topics, test ideas, challenge assumptions, and lend a student perspective to the issue identified
- Presented work at a final showcase to ODU leaders at the end of the project timeline.