

WARREN WILSON

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EDUCATION

Warren Wilson College, Asheville, NC - *Psychology, B.A.*
201xx

May

- ❖ Senior Capstone Practicum Fall 20xx
 - Created a low cost, inclusive and adapted fitness program offered to youth within autism spectrum in Buncombe County.

RELEVANT SKILLS AND TRAININGS

- ❖ Bilingual fluency in Spanish
- ❖ Led workshops: “Giving and Receiving Feedback,” and “Recognizing Powers & Privileges.”
- ❖ “Mental Health First Aid” – VAYA Health 20xx
- ❖ “Overcoming Barriers to Serving Latin@s Affected by Sexual and Domestic Violence” – OurVoice 20xx
- ❖ Co-led a weekly trip to Building Bridges and facilitated reflection post trip with volunteers. 20xx

RELEVANT EXPERIENCE

Luening Immigration Law, LLC., Hendersonville, NC

Legal Intern

Aug. 20xx- Present (part-time)

- ❖ Conduct research on relevant laws, regulations, and legal articles. Seek outreach opportunities to obtain clientele and become acquainted with community.
- ❖ Gather and arrange evidence and other legal documents for attorney review and case preparation. Get affidavits and other formal statements that may be used as evidence in court. Organize and maintain documents in a paper or electronic filing systems.
- ❖ Draft correspondence and legal documents, such as stipulations, translations, notice of retainer, certification requests, as well as advertisements. Call clients, witnesses, and agencies to schedule interviews, meetings, and fill out applications.

AmeriCorps

Bonner Leader

Feb. 2013-Feb. 2015

- ❖ Participated in weekly trainings that supported leadership development activities and community skills with nonprofits in areas near Warren Wilson College. Received Segal Education Award (2015) for completing over 900 hours of service.

WWC Service Program, Asheville, NC

Race & Immigration Issue Area Coordinator

Aug. 20xx-May 20xx

- ❖ Worked with both non-profit organizations in the area and the Warren Wilson community, to advocate for a strong and diverse community rooted in respect and understanding of each other’s culture, ethnicity, and experience.
- ❖ Coordinated and led service trips, weekly issue area meetings, trainings, and campus events. Responsible for supervising 2-3 issue area members and interviewing students for volunteer positions.
- ❖ Greeted and assisted enrolled students, visiting students and families, as well as staff and faculty, daily at the front door with questions regarding Warren Wilson’s service components. Co-led weekly service trips and assisted with campus events sponsored by the Service Program.
- ❖ Distributed emails and publication to publicize the issue area’s events and service trips. Managed the issue area’s budget. Kept the WWC Service Program’s “Race and Immigration” webpage updated with events, staff, contact information, service opportunities, and non-profits we worked with.