

Header should include your name (larger font size), mailing address, phone, appropriate email, and your LinkedIn URL

Personalized LinkedIn URL

1515 Mockingbird Lane  
Pullman, WA 99163

# STACY A. SWANSON

<https://www.linkedin.com/in/stacyswanson>

sswanson@wsu.edu  
509.430.5124

## EDUCATION

**Bachelor of Arts in Business Administration, Management Major** May 2011  
WASHINGTON STATE UNIVERSITY, PULLMAN, WA – GPA 3.60

**Associate of Arts** May 2009  
SPOKANE COMMUNITY COLLEGE, SPOKANE, WA – GPA 3.75

## EXPERIENCE

**Hall Director** January 2010 – May 2011  
DEPARTMENT OF RESIDENCE LIFE, WASHINGTON STATE UNIVERSITY, PULLMAN, WA

- Hired, trained, managed, and evaluated 15 front desk assistants; in charge of all front desk operations
- Supervised 20 resident advisors and designed weekly programming to enhance leadership development
- Oversaw \$10,000 budget including all expenditure authorizations

**Call-a-Coug Telephone Outreach Representative** August 2009 – December 2009  
WASHINGTON STATE UNIVERSITY FOUNDATION, PULLMAN, WA

- Communicated current information regarding activities of colleges and other campus departments
- Encouraged participation in alumni events and programs; increasing overall attendance by 10%
- Built rapport with donors and raised financial support to sustain fundraising initiatives

**Resident Advisor** August 2008 – May 2009  
DEPARTMENT OF STUDENT LIFE, SPOKANE COMMUNITY COLLEGE, SPOKANE, WA

- Provided on-duty assistance and emergency response to approximately 500 residents
- Created and facilitated social, diversity, and educational programs for residents
- Counseled and advised students on academic and personal matters

**Philanthropy and Volunteer Services Intern** June 2008 – August 2008  
THE INLAND EMPIRE GOODWILL, SPOKANE, WA

- Organized foundation files and developed a foundation/grant summary spreadsheet
- Assisted in researching and reviewing grant applications; attended meetings with corporate donors
- Designed a pipeline program with local organizations to recruit volunteers

## LEADERSHIP

**Vice President, Management Club - WSU COLLEGE OF BUSINESS** August 2010 – May 2011

**Affiliated Member - NATIONAL RESIDENCE HALL ASSOCIATION** August 2008 – May 2009

**Student Council Member - SCC DEPARTMENT OF STUDENT LIFE** January 2009 – May 2009

## HONORS/AWARDS

- President's Honor Roll December 2007 – May 2008
- Washington State University President's Scholarship August 2008
- Resident Advisor of the Month March 2009
- Institute on Philanthropy and Volunteer Services Academic Excellence Award July 2008

- Most recent degree first, do not include high school
- Bold degree and major
- Include month and year you plan to graduate

Include all **RELEVANT** paid or unpaid full- or part-time jobs and any **RELEVANT** volunteer or internship experience

- Experience should be most current first
- Bullet points should be detailed with numbers wherever possible

List all relevant involvement, especially if leadership roles, starting with most recent. Any business club memberships? Those go here!

Include any scholarships, distinctions, or awards in this section, starting with most current.