**History**

# **General Grizzly**

Lawrenceville, GA 30043

careerservices@ggc.edu

 678-407-5702

 linkedin.com/in/xxxx

## Education

**Georgia Gwinnett College** Lawrenceville, GA

***Bachelor of Arts in History***, Western Civilization Concentration December 20XX

## Related Experience

**Development Intern** Jan 20XX-Aug 20XX

*City of Atlanta*Atlanta, GA

* Collaborated with interdisciplinary teams to support large scale community events
* Contributed to creating and implementing public outreach processes such as events and workshops
* Assisted the director in building and maintain relationships with government and community organizations

**Research Assistant** Apr 20XX-Dec 20XX

*Focus Educational Group* Atlanta, GA

* Conducted literature research and reviews
* Assisted in preparation of materials needed for grant submissions to specific agencies and foundations
* Learned how to prepare progress reports for funding agencies

## Additional Experience

**History Department Student Assistant**May 20XX-Present

*Georgia Gwinnett College*Lawrenceville, GA

* Make copies of class documents for faculty as needed
* Maintain faculty class schedules in department calendar
* Assist with the planning and organizing of project for the faculty to place on college calendar

## Accomplishments

**History Club- President** May 20XX-Present

* Collaborate with faculty and administrators to serve as a resource for innovation for the GGC community
* Maintain student membership and seek out opportunities to share knowledge in the Gwinnett County community
* Manage and oversee five members of leadership to ensure following of the rules and by-laws for the club

## Professional Associations

**American Historical Association***, Member* May 20XX-Present