# Janet Student

Lubbock, TX 79415 | 806-555-1212 | my.email@ttu.edu

## Education

**Texas Tech University**, Lubbock, TX

Bachelor of Arts in Political Science

Expected Graduation Date: May 2024

## Experience

**Chancellor’s Ambassadors**, Lubbock, TX 9/2020 – Present

*President*

* Act as University representative to audiences ranging in size from 30 to 50 prospective students, parents, and alumni
* Serve as liaison between students and upper administration
* Host more than 20 Chancellor events on and off campus

**African Student Organization**,Lubbock, TX 1/2019 – Present

*Community Service Committee Chair 2019-2020, Student Affairs Committee Chair 2020-2021*

* Increase membership 50% through promotion of numerous activities
* Plan and coordinate 5 to 10 educational and social events each semester
* Aid in reorganization of the association to meet organizational protocols

**TTU Office of Community and Multicultural Affairs**, Lubbock, TX 6/2019 – Present

*Student Assistant*

* Oversee and coordinate office projects for student events
* Assist with preparation for various meetings, recruitment workshops, mentor programs, and community events
* Maintain scholarship library for current and prospective students

**Legal Aid Society**, Lubbock, TX 9/2020 – 3/2021

*Runner/Clerk*

* Communicated legal procedures and requirements to clients and scheduled appointments
* Completed various tasks assigned by lawyers, including transferring cases to the courthouse
* Maintained and updated client files and records, ensuring confidentiality of private information

## Other Work Experience

 **Old Navy**, *Sales Associate*, Lubbock, TX 6/2019 – 8/2020

 **Texas Tech Law School**, *Career Services Student Assistant*, Lubbock, TX 9/2018 – 12/2019

## Volunteer Service

 **Volunteer Center of Lubbock**, *Assistant*, 2020

**Lubbock County Assistant Criminal District Attorney**, *Civil Division Intern*, 2019

## Involvement

Cardinal Key Honor Society

National Society of Collegiate Scholars

Student Government Association, Cultural Diversity Committee