

On-Campus Leadership: Such as taking a leadership position in any clubs or organizations or helping to organize a campus event

The examples provided below intentionally follow a wide variety of formats. Some use abbreviations, some use bold text or italics. You can decide which format works best for you. Please remember to use consistent formatting throughout your resume.

Examples:

Intercultural Center, Whitman College, Walla Walla, WA October 2021 – April 2022
Programming Director, Power and Privilege Symposium

- Recruited over 25 volunteers and trained them on multimedia and presentation technologies to meet the symposium’s technological and organizational needs
- Solicited and reviewed feedback from the campus community in a timely manner using Google surveys to ensure the symposium’s format addressed people’s needs
- Collaborated with a team of 6 student leaders to develop and host a campus-wide, multi-day learning event, serving an audience of over 800

Resident Assistant, Whitman College, Walla Walla, WA December 2019 - Present

- Collaborated with a team of 8 Residence Life administrators and 3 student staff to ensure a safe living environment for over 100 students
- Mediated conflicts between residents, and engaged in active listening to propose compromise-and-cooperation-based solutions
- Compiled and distributed weekly staff meeting notes using Google files to create programming records for future Residence Life use and increase organizational structure resulting in better communication and follow through
- Facilitated “Gender & Sexuality” and “Race and Equity” workshops for 150 students that addressed complex topics in order to generate a more inclusive college environment

Delta Gamma Fraternity, Walla Walla, WA January 2021 - December 2021
Chapter President

- Led chapter operations of 80 women by executing recruitment, biannual fundraisers, and alumnae events, cultivating chapter morale, and making hard decisions to ensure the chapter’s positive impact on the campus and community
- Instituted a new Diversity, Equity, and Inclusion position and coordinated monthly DEI programming with Greek and unaffiliated groups to create a more inclusive atmosphere
- Documented and shared minutes from both executive and chapter meetings via email and Google documents to increase transparency, resulting in better communication and organizational structure within the College

President, Pan Asian Club, Whitman College, Walla Walla, WA 02/19 – 06/20

- Revitalized shrinking club by formulating new objectives, mission, name, and brand to build a more inclusive and engaging space for all Asian and Asian American students.

- Managed club operations, including leading monthly meetings, securing materials and location, and managing an annual \$1200 budget, strengthening the club's organizational structure and operational processes.
- Created targeted social media posts and visual content using Canva and Instagram increasing average club meeting attendance by 150%.