# Connor H. McApplicant

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## EDUCATION

### University at Buffalo, The State University of New York, February 20XX

#### Bachelor of Arts, Political Science: Concentration in International Politics

* GPA 3.5/4.0, Dean’s List 20XX and 20XX

## PROFESSIONAL EXPERIENCE

### Law Offices of Monty Kerr, Buffalo, NY, September 20XX-present

#### Legal Assistant

* Manage and assist up to 25 clients on a daily basis
* Maintain attorneys’ calendars and reschedule hearings and client meetings
* Translate legal documents and information in Spanish for potential and existing clients
* Review and prioritize phone calls by assigning calls to other legal assistants in a timely fashion

## LEADERSHIP EXPERIENCE

### International Club, University at Buffalo, May 20XX-February 20XX

#### President

* Collaborated with other clubs and universities for educational, political, and social events to implement cultural awareness across university grounds as well as communities
* Created and planned innovative events involving other clubs to promote culture and diversity among organizations including International Fiesta, sports tournaments, banquets, and dance exhibitions
* Strategized advertising, marketing, and communications campaigns which reached national platforms
* Maintained a budget of $20,000 and fundraised a record amount of nearly half of that budget by year’s end
* Administered and overcame club (600+ members) issues by negotiating solutions with club leadership
* Received 2 awards from the Undergraduate Student Association for strengthening the club’s involvement on campus through events such as community service and participating in other clubs’ activities

### Wellness Education Services, University at Buffalo, February 20XX-May 20XX

#### Student Wellness Team Educator

* Educated University at Buffalo community about both tobacco and alcohol use through interactive games
* Participated in outreach events and assisted in media campaigns and contests to promote awareness of the University at Buffalo’s smoke-free policy and smoking cessation programs

## CAMPUS INVOLVEMENT

### Phi Alpha Delta (Prelaw Student Fraternity), Member, September 20XX-present

### Leadership House, Member, December 20XX-present

### University at Buffalo Club Soccer, Team Captain, September 20XX-present

## WORK EXPERIENCE

### Upward Bound, University at Buffalo, February 20XX-August 20XX

#### Student Support Academic Tutor

* Aided students in academic support with lessons in various subjects, including Chemistry and Calculus
* Taught 20+ students study skills, including note-taking and test-taking strategies, on a weekly basis
* Developed teaching and training materials, including educational handouts, study materials, and quizzes
* Collaborated with students and counselors to determine students’ needs and appropriate support

## SKILLS

Languages: Arabic and Spanish

Computer: Microsoft Windows (7, XP), Microsoft Office (Excel, Word, PowerPoint), Apple, Prevail, Micro Works