

T. WALTER REED

twreed@uga.edu • 10 Dawg Rd., Apt. 15, Athens, GA 30602 • (706) 555-1234 • www.linkedin.com/in/twreed

EDUCATION

The University of Georgia, Honors Program

Bachelor of Arts in Political Science, School of Public & International Affairs

Bachelor of Arts in Spanish, Franklin College of Arts & Sciences

GPA: 3.73/4.00

Athens, GA

Graduation: May 2011

Certificate in Personal and Organizational Leadership

Participant in highly selective, individualized 2-year leadership development program including academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University, Oxford, England

Earned 6 credit hours while experiencing European culture

Summer 2009

INTERNSHIP EXPERIENCE

Benton, Getchell & Grayson, LLC: *Law Intern*, Macon, GA

August 2010-Present

- Employed with workers' compensation and general liability law firm representing employers and insurers.
- Draft motions and briefs for numerous cases and participate in depositions, mediations and trial preparation.
- Maintain updated correspondence with clients, opposing counsel and physicians regarding pertinent case information.

The Population Institute: *Intern*, Washington, D.C.

June 2009-August 2009

- Conceptualized, created, and negotiated student scholarship program that serves 15 students per year.
- Managed relations for World Population Day Symposium with international press, NGOs, and government employees.
- Successfully wrote grant proposals and worked to improve the effectiveness of direct mailing fundraising.
- Advocated with Congress and NGOs for issue awareness in legislative decisions.

LEADERSHIP EXPERIENCE

UGA Department of University Housing: *Resident Assistant*, Athens, GA

August 2009-Present

- Design, implement, and evaluate educational programs for up to 100 participants.
- Extensively utilize communication and counseling skills in supervising 65 men in a residence hall setting.
- Respond to various crises in a building housing 800 residents.
- Explain, interpret, and enforce university housing policies.
- Compile an annual facility inventory and report.

YMCA Camp High Harbor: *Leadership Counselors Program, Head Counselor*, Gainesville, GA

July 2008-May 2009

- Developed leadership training curriculum to be used by 36 counselors.
- Taught leadership lessons to groups of 5-15 campers, ages 7-10.
- Managed cabin of 11 campers.
- Selected by supervisor to interview, hire and train 36 counselors.
- Designed camp schedule; maintained order in daily activities involving 300 + campers.

OTHER WORK EXPERIENCE

UGA Honors Program: *Student Assistant*, Athens, GA

September 2009-Present

Russell Hall: *Desk Assistant*, Athens, GA

August 2008-May 2009

Dillard's: *Sales Associate*, Alpharetta, GA

May 2008-August 2008

HONORS & AWARDS

Governor's Scholarship (Fall 2008-Spring 2009)

Katherine Murphy Scholarship (Summer 2008)

UGA Rotary Top 12 Award Winner (Spring 2009)

HOPE Scholarship Recipient (Fall 2008-Present)

Dean's List (All Semesters)

Presidential Scholar (2008, 2009, Spring 2010)