

BILL SHAKESPEARE

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Lawrence, KS 66044

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EDUCATION

Bachelor of Arts in English, May 20xx
The University of Kansas, Lawrence, KS
GPA 3.7/4.0

Study Abroad, Spring 20xx
Cambridge University, London, England

RELATED EXPERIENCE

Senior Honors Essay, “Searching for a Sense of Identity”, Spring 20xx
KU English Department, Lawrence, KS

- Involved extensive research, reading, and writing, and resulted in a 55- page paper.

Writing Consultant, Fall 20xx
KU Writing Center, Lawrence, KS

- Engaged students in discussions concerning their writing, and offered suggestions and constructive criticism.

Book Reviewer, Fall 20xx
University Daily Kansan, Lawrence, KS

- Wrote book reviews for the KU student newspaper.

WORK EXPERIENCE

Peer Advisor, New Student Orientation
The University of Kansas, Lawrence, KS, Summer 20xx

- Advised new and transfer students concerning university academics and college life.

Student Assistant, University Advising Center
The University of Kansas, Lawrence, KS, 20xx-20xx

- Scheduled appointments in Microsoft Outlook, assisted students and visitors with questions, and developed appointment tracking database in Microsoft Excel.

Desk Assistant, Templin Residence Hall
The University of Kansas, Lawrence, KS, 20xx-20xx

- Answered phone calls and questions from residents and campus guests.

HONORS AND ACTIVITIES

Elected to Phi Beta Kappa Society, April 20xx
Member of The University of Kansas Honors Program
Golden Key National Honor Society
University of Kansas Student Ambassador
Volunteer for Students Tutoring for Literacy
Jubilee Café Volunteer (serving food to homeless people)
Kaleidoscope Crafts Center (worked with children ages 4-8)