ACADEMIC/VOLUNTEER PROJECTS

ACADEMIC/VOLUNTEER PROJECT GUIDELINES:

- Excellent way to demonstrate skills gained from your field of study
- Exhibits relevant skills when you have little or no experience.
- Should be written in active voice using the strongest action verbs possible.
- If the academic/volunteer project is too in-depth to present in two or three lines, use two or three bulleted statements instead of the paragraph format.
- Academic/volunteer projects can be business case studies, design projects, research papers and more.
- List all your academic/volunteer projects in your master resume and tailor according to job description.

Complete steps to list out an academic/volunteer project on your resume:

WORK SHEET:

Describe your project

Describe your role

Emphasize project tasks

List out applied skill sets in the project

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Examples:

Volunteer Experience at a nonprofit/NGO
- Expanded volunteer membership by 30% using social media (Facebook, Twitter, Instagram).
- Promoted organizational objectives of awareness, change, and activism in real time through volunteer testimonials.
- Teamed with other coordinator and assigned 30 volunteers to over 12 rural camps for Green Revolution Campaign.

Criminology:
- Examined development of prisons in the United States and analyzed composition and structure changes over time.
- Facilitated and actively participated in student group discussions on racial ideology and structural racism
- Explored development and deployment of surveillance technologies in contemporary society.

Communications:
- Studied photographic process with an emphasis on fine print creation, camera techniques and use of light for both digital and film.
- Utilized 3D software as a content creation tool including modeling, composition, compositing, and prototyping.
- Wrote, interviewed, and edited stories on topic areas of journalism and mass media communication.

Accountancy:
- Coordinated and monitored monthly accounting procedures including AP, AR, cash receipts, and payroll taxes.
- Evaluated periodic financial reports and measured cash flow.
- Examined federal regulations on economic and business activities.

Computer Science:
- Designed and developed donor tracking system to streamline donation process.
- Worked on data handling logic and wrote stored procedures.
- Completed complex queries, forms, and generated reports using MySQL.

Management Information Systems:
- Exposed to methodologies used in redesigning of optimal business processes.
- Reviewed tools and technologies needed for electronic commerce
- Analyzed business opportunities in emerging electronic market and commerce reengineering.
- Conducted quantitative, qualitative, and design science research on trending topics like Cloud, Big Data and IOT.

Business Administration:
- Completed research projects including a competitor analysis and student satisfaction assessment.
- Examined impacts of individuals, groups, and structural attributes on behavior within organizations.
- Performed case studies identifying target markets and implementation of marketing mixes.

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