

# Jennifer Milner

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## EDUCATION

Master of Science in Occupational Therapy May 20XX

Bachelor of Science in Occupation and Well Being: Bachelor of Arts in French Literature May 20XX

Towson University, Towson, MD

- University Honors Scholar
- GPA 3.874; Dean's List all semesters
- Provost scholarship recipient

Université Paris-Sorbonne, Paris, France

- Immersed myself in French culture and increased French language fluency
- Engaged with three unique regional subcultures
- Studied French grammar and civilization
- Presented poster about experience to faculty and peers at Towson University Honors College Celebration of Scholarship & Learning

## LEADERSHIP

**Honors College Student Director** August 20XX – present

Honors College, Towson University, Towson, MD

- Serve as a liaison between the Honors College faculty/staff and students
- Plan and implement academic, social and extracurricular programs and events to enhance Honors College students' experience, including two-day orientation
- Promote community and cultural engagement within the academic college
- Advise students and provide resources for success and to help students maintain honors status

**Project Serve Facilitator Trainer/ Project Serve Facilitator** August 20XX/August 20XX

New Student Programs, Towson University, Towson, MD

- Led an eight-hour training to prepare 20 facilitators for a week-long service program for incoming students
- Promoted from facilitator to trainer after one week's program
- Encouraged personal growth, service-mindedness and social involvement in 12, first-year students

**Co-Director of Public Relations** August 20XX – May 20XX

The Big Event Planning Committee, Towson University, Towson, MD

- Helped plan social media strategy for TU's largest community service event of the year
- Generated publicity that resulted in more than 1000 faculty, staff and student participants
- Planned and conducted committee meetings and managed more than 20 volunteers

**Volunteer/Service-Learning** August 20XX

Surfers Healing, Ocean City, MD

- Engaged individuals with ASD (Autism Spectrum Disorder) in sensory leisure activities
- Spoke with parents and siblings of individuals with ASD about barriers to education, health services and family recreation
- Presented insights to faculty and peers at the Towson University Honors College Celebration of Scholarship & Learning poster session

**Church Care Teacher, Special Needs** September 20XX – August 20XX

First Fellowship Church, Bordertown, PA

- Provided one-on-one respite care for children with autism and PDD (Persistent Depressive Disorder)
- Assisted a child with autism with appropriate participation and engagement in a classroom setting

**Counselor**

June – August, 20XX – 20XX

Camp Hope, Big Sky, MT

- Counseled adults with special needs at an overnight summer camp
- Promoted independence and engagement in camp activities
- Adapted tasks and environments as appropriate to increase participation

**Junior Board Member**

September 20XX – May 20XX

Camelot for Children, Bordertown, PA

- Conceptualized and planned leisure events for children with special needs
- Developed, planned and implemented fundraising events to support the non-profit organization
- Raised an average of \$750 each year to support programs

**Student Liaison**

April - May, 20XX – 20XX

Cops 'n' Kids, Bordertown, PA

- Presented and received a grant from United Way to support book drives and literacy events
- Spearheaded a lasting partnership among three, student-led service organizations and two non-profits
- Launched a campaign that raised over \$900 for Teach for America and collected over 1,000 books for inner-city children

**WORK EXPERIENCE**

**Writing Fellow/ Writing Tutor**

August 2015 – present/ February 20XX - present

Writing Center, Towson University, Towson, MD

- Mentor an English class of first-generation college students; provide writing and other academic supports to promote student success; promote critical thinking and metacognition in the writing process
- Partner with a diverse population of graduate and undergraduate students to develop session and long-term writing goals
- Selected for the writing fellow program after three semesters as a tutor

**Student Ambassador**

September 20XX – present

Department of Undergraduate Marketing, Towson University, Towson, MD

- Market the university to prospective students and their families through campus tours and events
- Excite and inform guests about opportunities at TU; promote and maintain a TU positive image

**Horticultural Therapy Intern**

May 20XX – August 20XX

Beauview Gardens and Horticultural Therapy Center, Beauview, MD

- Joined the Veterans Farming Training Program Committee and offered insight based on previous coursework about mental health and occupational therapy
- Drafted alternative evaluation techniques for group sessions
- Gathered data from horticultural therapy sessions to analyze for program improvement

**Note Taker**

August – December, 20XX, 20XX

Disability Support Services, Towson University, Towson, MD

- Created custom class notes for peers with disabilities
- Enhanced classroom experience through visual supports

**CONFERENCES**

“Creative Problem Solving,” Health Occupations Students of America National Conference. Nashville, TN, June 20XX (sixth place out of 52 teams)

“Creative Problem Solving,” Health Occupations Students of America Pennsylvania State Conference. Lancaster, PA, April 20XX (second place)