# Donovan Hill (144) 555-9280 | Donovan\_Hill@email.com

#### **SUMMARY OF QUALIFICATIONS**

- Active communicator with superb grant writing abilities and public speaking experience
- Dedicated team member in academic, volunteer, and recreational environments
- Conversationally fluent in Spanish with basic translation skills
- Proficient in MS Word, Excel, Canva, and social media (Facebook, Instagram, Snapchat, Twitter)

#### **EDUCATION**

## Northern Arizona University, Flagstaff, AZ

December 2021

Bachelor of Science in Health Sciences - Public Health

- UCERT in Nonprofit & Social Entrepreneurship
- 3.4 GPA
- Relevant Courses: Healthy Lifestyles, Human Nutrition, Anatomy & Physiology, Chemistry, Statistics, Grant Writing, Intro to Nonprofit & Social Enterprises, Marketing & Management

#### WRITTEN COMMUNICATION EXPERIENCE

## Grant Writer, NAU Community Health Club, Flagstaff, AZ

March 2019 - May 2019

 Wrote, proofread, and edited a grant to buy health supplies to disseminate to students at 7 schools in Flagstaff, successfully receiving \$1,500 in May 2019

#### Volunteer, Summit County Public Health, Frisco, CO

December 2017 - January 2019

- Designed 15+ digital and print marketing materials for the health department using Canva
- Managed secondary e-mail inbox for health department, responding to messages professionally with accurate grammar and appropriate tone

#### TEAMWORK EXPERIENCE

### Healthy Lifestyles (HS 200) Group Project

September 2018 - December 2018

- Delegated tasks within a group of 4 students for a course project that involved conducting a local health needs assessment
- Collaborated with team to design visual aids to present project findings using MS PowerPoint

#### Frisco Foxes Football Club, Frisco, CO

**January 2017 - August 2018** 

 Served as co-captain and goalie for an intramural soccer team, boosting leadership and teamwork skills

#### **Summit County Street Crew, Frisco, CO**

June 2015 - August 2017

 Volunteered on a trash pickup team four times a year to keep the city streets clean and help dispose of exposed hazardous materials

#### **TRANSFERABLE SKILLS**

- Reporting Information
- Creating and Articulating Ideas
- Sharing Credit with Colleagues
- Making Abstract Connections
- Managing Conflict
- Accepting Responsibility