

# BILL E. BISON

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## OBJECTIVE

To obtain a part-time job with the NDSU Bookstore for the fall 20XX semester.

## EDUCATION

### North Dakota State University

Fargo, ND

Bachelor of Science degree in Marketing, Minor: English

Anticipated Graduation May 20XX

GPA: 3.3/4.0, Dean's List (one semester)

## EXPERIENCE

### Two Stones Bison Ranch

Thompson, ND

Farm Hand/Laborer

March 20XX – Present

- Successfully plan meals and activities for 80 participants during annual branding weekend
- Demonstrate adaptability by assisting with various daily tasks on the ranch including: feeding, branding, tagging the herd, and general upkeep of facilities and machinery
- Maintain ranch ledger and assist with payments and accounts receivable ensuring 100% on-time payments

## LEADERSHIP AND INVOLVEMENT

### NDSU Residence Hall Government

Fargo, ND

Floor Representative, Reed Hall

Aug. 20XX – Present

- Develop presentation and verbal communication skills by facilitating floor meetings and educational workshops to ensure all constituents' voices are heard at hall-wide meetings
- Enhance personal leadership skills by attending the University President's Student Leadership Camp

### Nokomis Childcare Center

Fargo, ND

Volunteer

Aug. 20XX – June 20XX

- Energetically read to 17 toddlers for two hours per week during the academic year
- Organized Read-A-Thon book donation/redistribution event involving four local elementary schools

### Red River High School Student Council

Badlands, ND

Senior Class President

May 20XX – May 20XX

- Represented 300+ students during meetings with school administrators and by collaborating with community partners to facilitate events such as donation drives and pep rallies
- Demonstrated organizational skills by chairing a 13-member prom planning committee

## RECOGNITION AND HONORS

### Badlands Kiwanis Book Scholarship

May 20XX

- Awarded for efforts to improve toddler literacy

### Red River High School Student of the Year

June 20XX

- Selected by peers for outstanding support and dedication to student body

## COMPUTER PROFICIENCY

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook