**Casey Cardinal**

5555 James Road ⋅ Columbus, OH 43555

casey.cardinal@otterbein.edu ⋅ Cell: 555-555-5555

**Education**

 Otterbein University, Westerville, OH May 20\*\*

 **Bachelor of Arts;** GPA: 3.8/4.0

Major: English (Creative Writing Concentration); Minor: Psychology

Senior Writing Project: Wrote and developed a 25-page research study on the merits of Shakespearean language

**Skill Highlights**

* Strong skills in writing, reading and editing
* Resourceful and committed; able to meet deadlines
* Familiar with research techniques in multiple subject fields
* Equally effective working on self-managed projects and as member of a team
* Accomplished public speaker

**Related Experience**

 Courtright Memorial Library, Otterbein University April 20\*\* – present

**Student Acquisitions Employee**

* Process library donations into computer system; prepare monthly donation reports
* Order new items for librarians and faculty
* Train new employees
* Gained experience in cataloguing, periodicals and student help desk

YMCA, Columbus, OH May 20\*\* – August 20\*\*

**Summer Program Assistant**

* Developed and implemented creative writing curriculum for 25 middle school students
* Taught a two-week course on Shakespeare
* Worked with 50 students and 11 staff counselors to coordinate the end of summer talent show

**Honors and Activities**

* Torch and Key Honorary Society May 20\*\* – present
* Psi Chi May 20\*\* – present
* Otterbein Christian Fellowship August 20\*\* – present
* Vineyard Christian Church, Westerville, OH December 20\*\* – present

**Nursery Leader**: lead group of volunteers caring for up to 60 infants during weekend church services

* Vineyard Christian Church, Westerville, OH Summer 20\*\*

**Gardner and Food Pantry Volunteer**: helped with planting and garden upkeep, picked vegetables and transported to Columbus Food Pantry; distributed food

**Additional Work Experience**

Guy’s Catering,Akron, OH Summers 20\*\* & 20\*\*

**Banquet Assistant**

* Assisted with scheduling, set-up, serving and tear down at catered events