

Tom Tiger

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EDUCATION

Bachelor of Science in Sociology

May 2021

Minor in Psychology

University of Memphis, Memphis, TN

GPA 3.75

RELEVANT COURSEWORK

Sociology of the Family, Social Research, Social Statistics, Social Inequality, Individual and Society, Social Psychology

SKILLS

Proficient in Microsoft Excel

Fluent in Spanish

EXPERIENCE

Tiger Talent Ambassador

January 2018 – Present

University of Memphis Career Services, Memphis, TN

- Assist students in person, online and via telephone with the use of TigerLink.
- Critique resumes and cover letters online and in person.
- Participate in outreach activities including information tables, presentations to classes and student organizations.
- Assist with planning and preparing for career-related events, Career Fairs and Talent Community events.
- Market Career Services programs and create social media posts as assigned by the Career Specialist.
- Complete career projects as directed by the Career Specialist.
- Assist with general office duties as assigned.

Full-Time Volunteer Representative

May 2017 – Dec 2017

YMCA, Memphis, TN

- Facilitated learning and growth in new volunteers by exemplifying appropriate behavior, listening to questions and concerns, observing actions, and building relationships of trust.
- Taught over 100 youth, adults, and elderly persons, in individual and group setting, on finding life improvement answers through study skills and personal reflection.
- Planned and taught at meetings for groups of up to 15 volunteers on ethics, communication, teaching skills, and achievement of goals.

Assistant Manager

Dec 2016 – Apr 2017

Dunkin Donuts, Memphis, TN

- Trained 8 employees on policies and procedures, conducted weekly evaluations, and provided performance-improvement feedback.
- Analyzed and adjusted product inventory, which decreased waste and increased profits.
- Prepared weekly scheduling for 9 employees with restricted availability.
- Organized and calculated product shipment and maintained a strict budget with Excel while finding ways to increase profit.

LEADERSHIP

Sigma Phi Alpha Sorority, Philanthropy Chair, University of Memphis

2018 – Present

Emerging Leader, University of Memphis

2017 – Present

Sociology Club, Member, University of Memphis

2017 – Present

HONORS

Dean's List: Fall 2016- Present