

ACADEMIC/VOLUNTEER PROJECTS

ACADEMIC/VOLUNTEER PROJECT GUIDELINES:

- Excellent way to demonstrate skills gained from your field of study
- Exhibits relevant skills when you have little or no experience.
- Should be written in active voice using the strongest action verbs possible.
- If the academic/volunteer project is too in-depth to present in two or three lines, use two or three bulleted statements instead of the paragraph format.
- Academic/volunteer projects can be business case studies, design projects, research papers and more.
- List all your academic/volunteer projects in your master resume and tailor according to job description.

Complete steps to list out an academic/volunteer project on your resume:

WORK SHEET:
Describe your project
Describe your role
Emphasize project tasks
List out applied skill sets in the project

UIS Career Development Center

Human Resources Building, Room 80 One University Plaza, MS HRB 80 Springfield, IL 62703-5407 phone: 217-206-6508

website: www.uis.edu/career
YouTube Facebook

Snapchat

LinkedIn

Instagram

email: careerservices@uis.edu



ACADEMIC/VOLUNTEER PROJECTS

Examples:

Volunteer Experience at a nonprofit/NGO

- Expanded volunteer membership by 30% using social media (Facebook, Twitter, Instagram).
- Promoted organizational objectives of awareness, change, and activism in real time through volunteer testimonials.
- Teamed with other coordinator and assigned 30 volunteers to over 12 rural camps for Green Revolution Campaign.

Criminology:

- Examined development of prisons in the United States and analyzed composition and structure changes over time.
- Facilitated and actively participated in student group discussions on racial ideology and structural racism
- Explored development and deployment of surveillance technologies in contemporary society.

Communications:

- Studied photographic process with an emphasis on fine print creation, camera techniques and use of light for both digital and film.
- Utilized 3D software as a content creation tool including modeling, composition, compositing, and prototyping.
- Wrote, interviewed, and edited stories on topic areas of journalism and mass media communication.

Accountancy:

- Coordinated and monitored monthly accounting procedures including AP, AR, cash receipts, and payroll taxes.
- Evaluated periodic financial reports and measured cash flow.
- Examined federal regulations on economic and business activities.

Computer Science:

- Designed and developed donor tracking system to streamline donation process.
- Worked on data handling logic and wrote stored procedures. Completed complex queries, forms, and generated reports using MySQL.

Management Information Systems:

- Exposed to methodologies used in redesigning of optimal business processes.
- Reviewed tools and technologies needed for electronic commerce
- Analyzed business opportunities in emerging electronic market and commerce reengineering.
- Conducted quantitative, qualitative, and design science research on trending topics like Cloud, Big Data and IOT.

Business Administration:

- Completed research projects including a competitor analysis and student satisfaction assessment.
- Examined impacts of individuals, groups, and structural attributes on behavior within organizations.
- Performed case studies identifying target markets and implementation of marketing mixes.

UIS Career Development Center Human Resources Building, Room 80 One University Plaza, MS HRB 80 Springfield, IL 62703-5407 phone: 217-206-6508 website: www.uis.edu/career

<u>YouTube</u> <u>Facebook</u> Snapchat <u>LinkedIn</u> email: careerservices@uis.edu