

William Jay

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EDUCATION

Creighton University, Omaha, Nebraska

Bachelor of Arts

Major: Justice and Society

May 2014

GPA: 3.75

University of Queensland, Brisbane, Queensland, Australia

Spring 2012

RELATED EXPERIENCE

Boys Town, Boys Town, Nebraska

Summer Youth Supervisor

June 2013 – August 2013

- Supervised a group of youth boys from ages 12-15 while working outside
- Implemented Boys Town's social behavior program during work
- Assisted at a garden, in a Farmer's Market, and at a campsite
- Ensured that student tasks were completed as required
- Selected as Supervisor of the Week the last week of the program

Creighton Center for Service and Justice, Omaha, Nebraska

Coordinator

January 2013 – November 2013

- Coordinated two trips to Milwaukee and West Virginia
- Contacted host sites and set up times of arrival and departure
- Informed group going on the trips of important information
- Led reflections in small groups

Ronald McDonald House Charities, Omaha, Nebraska

Fundraising Intern

May 2012 – August 2012

- Met with potential donors as part of the fundraising team
- Prepared and coordinate thank you notes and fundraising mailings
- Assisted with fundraising events for groups of up to 200

Loyola University Medical Center, Maywood, Illinois

Volunteer

June 2011 – August 2011

- Assisted nurses in the transportation of patients
- Stocked the storage rooms with blankets, towels, gowns, and sheets
- Retrieved snacks and meals for the patients and EMTs

ADDITIONAL EXPERIENCE

Sales Associate, **The Dugout**, Omaha, Nebraska

June 2012 – October 2012

Receptionist, **Aquatic Center**, Elmwood Park, Illinois

June 2011 – August 2011

Nanny, **Private Home**, Elmwood Park, Illinois

May 2011 – June 2011

ACTIVITIES & AWARDS

Dean's List, Spring & Fall 2012 – 2013

Dean's Service Honor Roll, Spring 2012

Ignatian Leadership/Service Scholarship