

Jane Tulane

555-555-5555 / jtulane@tulane.edu

EDUCATION

Tulane University School of Liberal Arts

New Orleans, LA

Bachelor of Arts, Majors: English + Computer Science, Minor: Spanish

June 2022

LEADERSHIP EXPERIENCE

Delta Phi Omega Sorority

New Orleans, LA

President

Fall 2020-Present

- Developed strategic long-term plan for sorority, including with recruitment goals, philanthropy fundraising targets, building relationships with other organizations, and diversity initiatives
- Ran weekly Executive Board and monthly General Body meetings, including delegating responsibilities to approximately 100 sorority members
- Mediated conflicts between members within the organization
- Streamlined new member recruiting process of 20 new members during Rush Week

Delta Representative

Fall 2018-Spring 2019

- Represented sorority at student organization meetings, including Panhellenic Association and cross council meetings, to strengthen relations with other organizations
- Promoted sorority events at student organization meetings and distributed handouts

Crawfest Concert

New Orleans, LA

Festival Director

Fall 2018-Spring 2019

- Coordinated planning of annual campus-wide event attracting 500-600 people
- Marketed event by television, campus newspaper, flyers, and presentations at student organization meetings
- Financed event by soliciting donations from local businesses, acquiring university funding, and planning and carrying out fundraising projects
- Maintained strict event budget of \$3,000, including collecting receipts and managing budget spreadsheet.

PROFESSIONAL EXPERIENCE

Old Navy

New Orleans, LA

Sales Assistant

Summer 2018

- Increased sales by providing customer assistance and suggesting additional purchases
- Launched introduction of Old Navy credit card campaign for entire store and exceeded campaign target by 15%
- Advised customers on the value of Old Navy credit card and exceeded personal sign-up target by 10%

ORGANIZATION EXPERIENCE

Member, Cookies & Code

Feb. 2020 – Present

SKILLS

Spanish (Fluent), Microsoft Office: Word, Excel, Publisher, PowerPoint (Proficient)