

# Theodore Policy

tpolicy123@wisc.edu - (555) 555-5555 - [LinkedIn](#)

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## Education

### **University of Wisconsin - Madison**

*Bachelor's of Science in Educational Studies - Global Focus*  
Certificate: *Disability Rights and Services*

**Madison, WI**

*Dec. 20XX*

Dean's List, GPA: 3.8

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## Work Experience

### **Center for Academic Excellence - College of Letters & Sciences**

*Learning Support Specialist*

**Madison, WI**

*Feb. 20XX - Present*

- Supervising over 60 peer tutors providing holistic, individualized academic support to students from underrepresented backgrounds in higher education to improve accessibility of academic resources and provide individualized support
- Designing and facilitating training presentations to student staff throughout the semester on tutoring best practices and DEI in higher education to improve performance and engagement with students
- Serving as 14 students' primary academic advisor to provide high-touch, holistic support on academic and personal concerns to provide guidance on major exploration and class selection, and provide access to academic resources
- Collaborated on presentation to 50 academic advisors on campus on UW's learning support ecosystem to develop relationships between advising and learning support staff and improve the referral process to learning resources

### **Chazen Museum of Art**

*Visitor Services Assistant*

**Madison, WI**

*Sept. 20XX - Dec. 20XX*

- Communicated information on current exhibitions, the museum's permanent collection, and museum guidelines for all guests to educate patrons on the museum space and ensure a safe, enjoyable visit for all
- Conducted routine examinations of artworks on display to assess any damage or problems within the galleries

### **Badger and Buck Law Office**

*Intern*

**Chicago, IL**

*Jun. 20XX - Aug. 20XX*

- Supported Attorneys E. Badger and S. Buck with developing case files and organizing them for distribution with clients
- Communicated with clients using multiple methods including email, phone, or text messages to ensure a clear understanding of processes and next steps.
- Translated documents from Spanish and French to English and verified intended meaning for communication

### **Greater University Tutoring Service**

*Program Coordinator*

**Madison, WI**

*Jan. 20XX - May 20XX*

- Utilized the university database to schedule meetings around time conflicts, accessibility, and individual requests
  - Supervised over 50 students offering support in employing effective tutoring practices and addressing any conflicts
  - Conducted outreach across campus and in University departments, increasing student registration by 10%
  - Administered training focused on diversity, equity, and inclusion to create a safe space for minoritized students
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## Involvement

### **People to People: Queer Student Association**

*Board Member*

**Madison, WI**

*Mar. 20XX - Jun. 20XX*

- Conducted orientations and 1:1 meetings for 10 new members of the organization detailing expectations and events, offering support in adjusting to life on campus, and connecting them with other LGBTQ+ students
  - Planned, promoted, and facilitated People to People's Queer Film Festival with a recorded total of 50 attendees to give exposure to queer filmmakers and provide students a place to connect with their local queer community
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## Languages & Skills

Languages: English, Spanish, French

Software: Tableau, PeopleSoft, Qualtrics, Microsoft Suite, Google Suite

Design Software: Canva, Adobe Suite, iMovie

Social Media: Instagram, TikTok, Facebook