

Example Resume Entry for SCSEP Experience

Intern - Senior Community Service Employment Program (SCSEP) 10/ 2018 – 10/
2019

Assignment – **Living Well Community Center** – Brussel Sprouts, VA

Receptionist and Information Clerk for busy community center. Greet visitors, manage and direct visitor flow, ensuring each visitor reached their destination. Operated a multi-line phone system, answered queries, transferred and screened calls. Updated monthly online activities calendar on Google, printed for distribution to community. Scheduled tax appointments through tax season (January thru April) for VITA (Volunteer Income Tax Assistance). Created and distributed spreadsheet and welcome letters of new homeowners in Bridgeport and maintained a log of donor contributions for the center. Aided in computer class set-up and acted as a proxy for new lesson plans.