**LAURA ANN WILCOX**

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**STATEMENT OF QUALIFICATION**

Exceptional ability to be trained in order to learn and adapt to new skills and environments to increase productivity and professionalism. Proven by seeking new opportunities for growth and a strong desire to serve, lead, and grow as a young professional.

**EDUCATION**

**Longwood University, Cormier Honors College** Farmville, VA

*Bachelor of Science in Elementary Education & Teaching, Pre-K-6* May 2022

GPA: 3.695

**WORK EXPERIENCE**

**Cormier Honors College** Farmville, VA

*Office Assistant* September 2019-present

* Fulfill the needs of Honors Scholars by copying filing, scanning, and mailing.
* Coordinate and direct the Hult Prize and oversee the development of 10 teams, deliver the challenge, and facilitate a final event with a panel of distinguished judges, communicate with international leaders and professionals, and publish a website for campus.
* Communicate with all honors students and scholars weekly by sending updates, programs, and announcements.

**Residential and Commuter Life** Farmville, VA

*Head Resident Assistant, Lancer Park* October 2019-May 2021

* Supervise and advise a staff of 15 members.
* Serve on biweekly duty shifts and weekend shifts.
* Assist in the facilitation of weekly staff meetings, organize and execute monthly programs for residents, communities, and orchestrate an annual campus connection event.
* Serve the residential community by keeping it clean, safe, and informed.

**LEADERSHIP EXPERIENCE**

**Student Government Association** Farmville, VA

*Senator & Class Council Secretary* Fall 2018 – Spring 2020

**Honor and Conduct Board** Farmville, VA

*Plenary Chair* Spring 2019 - present

**Hult Prize**  Farmville, VA

*Campus Director Fall 2020*

**AWARDS**

**Deans List** Fall ‘18, Spring ’19, Fall ’19, Spring ’20, Fall ’20

**Citizen Leader Awards**

*Honor & Integrity* Spring 2020

*Student Employee of the Year* Spring 2021

**SKILLS**

**Certifications:** CPR, First Aid, AED (Adult and Pediatric), American Red Cross

**Computer:** Google Education Certification, Level I