

# CHRISTINA STOKES

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## OBJECTIVE

I am seeking a position on the Executive Board for the Montana Post Secondary Educational Opportunities Council (MPSEOC).

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## HIGHLIGHTS

- Admissions office experience
  - Excellent communication skills with people of all ages
  - Able to work well independently or in a group
  - Highly organized
  - Able to multi-task and learn new skills quickly
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## EDUCATIONAL BACKGROUND

### **Bachelor of Arts: Social Science - 5/2013**

University of Montana Western - Dillon, MT

Emphasis in Psychology

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## CAMPUS INVOLVEMENT

- Slate Captain
  - Orientation Committee
  - Montana Western Alumni and Friends
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## RELEVANT EXPERIENCE

### **University of Montana Western** Dillon, MT

03/2016 - Current

Admissions Representative

- Help prospective students through application process.
- Travel for college fairs and high school visits to recruit students.
- Coordinate group visits, campus preview days, and pre-orientation events.
- Train student workers to give campus tours.

### **University of Montana Western** Dillon, MT

06/2015 - 03/2016

Admissions Administrative Associate

- Office manager for the Admissions office.
- Maintained campus directory and was the campus operator.
- Coordinated individual campus visits.
- Trained and supervised student workers.

### **Ascent Academy** Farmington, UT

01/2015 - 06/2015

Teacher's Assistant/Substitute Teacher

- Assisted small groups with reading, language, and basic math skills.
- Introduced language arts material to students under the direction of the teacher.
- Followed lesson plans, maintained order in the classroom, and ensured students remained safe while under my supervision.

### **Lucy Carson Library** Dillon, MT

09/2009 - 05/2013

Library Assistant

- Work study position.
- Worked at the front counter of the library and helped the students and patrons in any manner needed.