

## Langley Altman



Wofford College senior majoring in Government and Environmental Studies, expecting to graduate May 2013. Highly motivated and intuitive in the workplace. Excels at problem solving with experience in non-profit, administrative, and governmental office settings.

### EDUCATION

**Wofford College**, Spartanburg, SC 2009-2013  
Major: Environmental Studies and Government GPA: 3.18  
**IES Barcelona Liberal Arts and Business**, Barcelona, Spain Spring 2013  
Living in a Spanish home and taking English courses focusing on political science and environmental studies.  
**Honors:** Wofford Merit Scholarship, 2010 Outstanding Staff Award-Gravatt Camp and Conference Center, Dean's List, Duke Energy Endowed Scholar 2012.

### EXPERIENCE

- Office of Senator Lindsey Graham**, U.S. Senate *Intern* January 2013
- Answered and directed phone calls from constituents
  - Interacted with various offices within the Senate
  - Gave tours of the Capital Building to visiting guests
- Health Services**, Wofford College *Clerical Assistant* October 2011-Present
- Help students check in and retrieve files for the nurses
  - Organize and arrange computerized chart system
  - Answer and direct phone calls
- Lowcountry Open Land Trust** Charleston, SC *Intern* Summer 2012
- Worked mainly on stewardship accreditation process
  - Helped organize and update social media
  - Developed ideas and content for new story-telling campaign and visioning process
- A.W. Shucks Restaurant** Charleston, SC *Hostess* Summer 2012
- Worked front of the house greeting and seating guests
  - Bussed and cleaned dining area
- Gravatt Camp and Conference Center** *Asst. Waterfront Director* Summer 2010-11
- Counselor and Lifeguard for children ranging in ages from 6-15
  - In charge of managing all camp lifeguards and assigning daily duties
  - Manage upkeep and safety of waterfront area.

**SKILLS-** Mac OSX Programs, Microsoft Office Programs, research, Twitter, Facebook, Instagram, Blogger, Strong writing and verbal skills.

### LEADERSHIP

**Kappa Delta** Alumnae Relations December 2009-December 2010  
Executive Council-Secretary December 2010-December 2011  
**Wofford Activities Council** Terrier Traditions Committee December 2009-December 2011