

ROBIN

HISTORY GRADUATE WITH
RESEARCH AND WRITING
EXPERTISE

 Lexington, SC 29073

 8037529887

 Robin6908@gmail.com

 linkedin.com/in/robin-levan-

561015273

SKILLS

Research; Writing; Organization;
Communication; Documentation; Multi-
tasking; Neurodiverse; Microsoft Word;
Microsoft Office; Microsoft Outlook;
Microsoft PowerPoint; Microsoft Excel;
Data entry software; Canva; APA
Format; MLA format; Chicago and
Turabian Format; Historical Analysis;
Bookkeeping; Intuit QuickBooks;
Creativity; Adobe Systems Adobe
Acrobat; Google Docs; Google Drive;
LinkedIn; Adobe Systems Adobe
Photoshop

EDUCATION

B.A. History

Southern New Hampshire University | Manchester, NH | Expected: Nov 2025

- Concentration in History with Research and Writing Skills
- Major GPA: 3.9/4.0; Cumulative GPA: 3.9/4.0

RELEVANT COURSEWORK

English Composition I

Basic elements of college composition and writing as a process in narrative writing and analytical forms.

Perspectives in History

Learned the process of investigating and writing about history through analysis of sources and presentation of analysis as an argument.

The Human Experience: Intro to Anthropology

Introduced to anthropological study of cultures and comparing and contrasting social relationships and beliefs.

United States History I

First half of United States history from the founding of Jamestown to the end of the Civil War.

English Composition II

Learned importance of research to advancing knowledge. Investigated the writing process for research and appropriate research skills and methods.

Foundations in Archaeology

Learned survey techniques, culture change, dating methods, and reconstruction of economic, social, and religious practices of prehistoric societies.

United States History II: 1865-Present

United States history after the Civil War.

World Mythology

Read and discuss myths from western and non-western cultures.

The Ancient World of Greece and Rome

Heritage of Greek civilization and thinkers who first struggled with issues concerning mankind to assessing Roman achievements then the fall of the Classical World.

World Civilizations: 1500-Present

Survey of major civilizations from 1500 to the present with emphasis on interactions and conflicts.

World Civilizations: Prehistory-1500

Survey of major world civilizations from prehistory to the present.

History Research Seminar

May 2025 - Jun 2025

Capstone course where you design and craft a written research paper with close

consultation with the instructor. Select topic, relevant primary and secondary sources, evaluate and analyze the sources, and develop and argument based paper.

U.S. History since 1945

Mar 2025 - Apr 2025

An examination of the United States in its rise to global power in the aftermath of World War II. International and domestic realities of the Cold War.

Intro to Critical Thinking

Jan 2025 - Mar 2025

Introduction into critical thinking and reasoning by solving problems, achieving goals, uncovering truth, and communicating ideas.

The Renaissance/Reformation

Jan 2025 - Mar 2025

Major themes of the Renaissance and Reformation in Europe. Extensive readings in primary sources, revealing personalities of the period and influences on aspects of life.

American Environmental History

Oct 2024 - Dec 2024

Examining history of the American environment with attention to European settlement and commodification of resources.

Diversity

Oct 2024 - Dec 2024

Broaden understanding, critical thinking skills, and experience with regard to cultural differences and cross-cultural interactions. Analyzing diversity through geography, art, biology, physical anthropology, and socio-economics.

Making History

Sep 2024 - Oct 2024

Investigating the question of what history by is examining different kinds of history and witnessing various way of communicating historical stories and arguments from the scholarly monograph to the museum exhibit. Also learned how historians make history through analysis of historical sources.

Intro to Creative Writing

Jul 2024 - Aug 2024

Learned craft issues of point of view, characterization, voice, dialogue, conflict, rhythm, conflict, poetic structure, imagery, and dramatic scene development.

Historical Literacy & Society

Jul 2024 - Aug 2024

Learned to apply historical perspectives and information literacy skills to analysis of historical events and draw connections between the past and present.

European Conquest of New World

May 2024 - Jun 2024

Discovery of American continents by Europeans and consequences of colonization with emphasis on British colonies and European cultures.

RELEVANT PROJECTS

Critical Thinking Badge

Southern New Hampshire University | Jan 2025 - Mar 2025

Strong understanding of critical thinking and its applications in the workplace.

ACTIVITIES

Member

Alpha Sigma Lambda Honor Society | Nov 2023 - Present

Member

The National Society of Leadership and Success | Mar 2023 - Present

ADDITIONAL WORK EXPERIENCE

Chef/Teaching Assistant

Christian Hope Academy | Gaston, SC | Nov 2023 - Mar 2024

Private Christian School

Preparing meals for staff and students two times a day while overseeing a class K-12 and assisting them with any assignments.

Office Manager/Human Resource Manager/Accounts Receivable

Innovative Solutions | Irmo, SC | Jun 2015 - Oct 2016

NA

Heating and Air Conditioning

Handled all employees concerns regarding health insurance, payroll, etc. Received payments from different companies for services received and posted payments accordingly. Sent out statements to clients when accounts were due. Multi-tasked all of the above jobs on a daily basis.

Inside Sales Coordinator

84 Lumber | Lexington, SC | Aug 2013 - Nov 2014

Scheduled lumber deliveries for new construction sites. Placed orders for clients via email or phone. Able to read Blueprints for lumber take-offs, as well as window and door take-offs.

Secretary

Thompson Funeral Home | Lexington, SC | Jan 2011 - Jul 2013

Handled filing all the necessary insurance forms, writing memorials, announcements, obituaries that appeared in the paper or anywhere requested. Filed all papers with Social Security Dept and Coroner's offices. Made sure all arrangements for prepared within the time requested to include orders and programs. Responsible for writing all obituaries.

Inside Sales Coordinator

Builders First Source | Blythewood, SC- | Jun 2008 - Sep 2009

Scheduled lumber deliveries for new construction sites. Placed orders for clients via email, phone and in person. Worked as the inside salesperson for the number 1 outside salesman in the country at the time that I followed from ProBuild/The Contractor Yard. Composed lumber lists from blueprint take-o s as well as window and door lists. We held the highest in demand account at that time

Inside Sales Coordinator

ProBuild/Contractor Yard | Columbia, SC | Jun 2006 - Jun 2008

Scheduled lumber deliveries for new construction sites. Placed orders for clients via email, phone, and in person. Worked as the inside sales person for the number 1 outside salesman in the country atthe time. Composed lumber lists from blueprint take-o s as well as windowand door lists. We held the highest in demand account in the entire southeast. We were responsible for over half of the company's business and sales at that time and remained at the top of the sales list the entire time.

Customer Service Rep

BooksAMillion.Com | Birmingham, AL | Jan 2001 - Jun 2003

Incoming and outgoing emails and phone calls to stores, customers, authors and publishers worldwide at Books A Million headquarters. Received numerous awards for outstanding customerservice as well as most emails answered in a work day with positive feedback.Placed orders for customers as well as checked the status of orders for customers.