

# Deborah M. Richard

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## OBJECTIVE

A career with opportunity to contribute acquired knowledge and skills in management to promote company growth, while continuing to develop professionally by acquiring additional knowledge and skill sets.

## EDUCATION

### **Southeastern Louisiana University, Hammond, LA**

**Bachelor of Arts, Management.** Graduation Date: May 2015 GPA: 3.86

**Major Coursework Included:** Principles of Management, Business Strategy, Operations Management and Information Systems, Business Law, Financial Accounting, Managerial Accounting, International Business, Principles of Economics, and Principles of Marketing.

## SKILLS SUMMARY

- Consistently demonstrated strong management and marketing skills in management position.
- Highly self-motivated with demonstrated planning, organizational and multitasking skills.
- Ability to motivate others through supportive and facilitative leadership and team work styles.
- Excellent interpersonal and communication skills in interacting with co-workers and customers.
- Experience in public speaking developed through promotional appearances at special events.
- Computer skills including Microsoft Word, PowerPoint, Excel.

## PROFESSIONAL EXPERIENCE

### **Office Assistant, St. Tammany Parish Hospital**

Covington, Louisiana, January 2013-Present

- Assist doctors, nurses, medical assistants and office manager with office administrative functions.
- Maintain organized, current, confidential filing system and perform patient medical records data entry.
- Courteously assist patients with appointment scheduling and questions and concerns.

### **Director, Dance Works, Inc.**

Slidell, Louisiana, June 2010-November 2013

- Planned, organized, and coordinated special events including social dances and dance competitions.
- Supervised, trained and motivated employees while encouraging high performance standards.
- Researched and analyzed information and target markets to develop effective ads for promoting business.
- Created original choreography, performances and dance instruction.

### **Sales Associate, C&N Jewelers**

Slidell, Louisiana, August 2010-May 2010

- Initiated sales, promoted business, and ensured customer satisfaction through attentive service.
- Responsible for sales transactions, closing of sales, and maintaining visually appealing store displays.

## HONORS & ACTIVITIES

- President's List, Spring 2013, Fall 2014, Spring 2015
- Dean's List, multiple semesters
- Phi Beta Lambda business honor society, 2014-2015
- Volunteer, Habitat for Humanity, 2013-2014

# Shannon Guidry

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## Objective

An accounting position that will allow me to apply accounting and management knowledge and abilities to benefit my employer, while expanding my knowledge, skills and experience base in business.

## Education

### **Bachelor of Science in Accounting; minor in Management**

Southeastern Louisiana University, Hammond, LA December 2015

Overall GPA: 3.0 Accounting GPA: 3.5 Completed 150 hour CPA Requirement

## Key Qualifications

- Strong knowledge base in accounting gained through education and work experience.
- Committed to the highest quality in work performance and results.
- Exceptional planning, organizational, and multitasking skills.
- Effectively manage multiple projects with attention to detail and timelines.
- Demonstrated ability to work collaboratively as part of a team to achieve goals.
- Leadership skills acquired through management position and officer role in student organization.
- Computer skills: Microsoft Office and Audit Command Language (ACL).

## Work Experience

### **Administrative Assistant**, August 2014 - present

Michael F. Smith & Company, Certified Public Accountants, Hammond, LA

Prepare, verify, proof, and assemble tax returns. Review compilation reports and financial statements for adherence to reporting requirements. Maintain organized billing system and files. Assist with various accounting functions. Perform research. Assist clients with questions and concerns.

### **Student Assistant**, January 2013 - May 2014

Recreational Sports and Wellness Department, Southeastern Louisiana University, Hammond, LA

Operated a point-of-sale, member database and facility management system. Sold memberships to alumni and faculty. Assisted with special projects and events to ensure successful outcome. Assisted students, alumni, faculty, and staff with questions and concerns.

### **Assistant Manager**, June 2012 – December 2013

Domino's Pizza, various locations, Southeast Louisiana

Supervised 11-15 team members. Kept operations running smoothly through effective problem-solving and strategic decision-making. Trained new hires on company policies, procedures and customer service.

## Accomplishments

- Delta Tau Delta Fraternity  
Office held: Vice President of Finance, 2014 - 2015  
Responsibilities included collecting payments, processing disbursements, preparing annual budget, reconciling bank statements, and presenting financial results to members.
- Institute of Management Accountants  
Attended meetings with guest speakers on a range of current business topics.
- Dean's List, multiple semesters

# DAVID MORRISON

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## OBJECTIVE

A career that offers advancement based on performance and application of knowledge and experience in the areas of marketing, sales, and management.

## EDUCATION

### Bachelor of Arts, Marketing

**Southeastern Louisiana University, Hammond, LA** GPA: 3.7 Graduation Date: May 2016

**Major Coursework:** Sales Management, Marketing Research, Consumer Behavior, Personal Selling, Advertising, Public Relations, Marketing Management, Principles of Management, Business Strategy, International Business, Public Speaking

**Special Course Projects:**

Participated in an international marketing project simulation demonstrating management and marketing skills and knowledge of global marketplace. Led a class team in developing a marketing plan and presentation to achieve a mock marketing venture.

## EXPERIENCE

### Residential Sales Representative, XYZ Security, Inc., Baton Rouge, LA, January 2014 - present

Conduct in-home sales presentations to potential customers by identifying positive features and advantages of XYZ's products and services over those of the competition. Educate potential customers on specific product features and make recommendations based on needs. Initiate sales of reactivation services and upgrade products within assigned territory to customers who previously discontinued XYZ. Follow up with prospects, and with existing customers after installation to ensure satisfaction. Process work orders and complete all paperwork in accordance with approved and standardized procedures. Establish strong, positive relationships with broad range of customers and professionally represent business.

### Sales and Service Representative, Verizon, Baton Rouge, LA, April 2011 - December 2013

Provided cellular and pager product descriptions and rate information to customers. Initiated sales of services to walk-in and telephone customers, covering a full range of services in a prompt and professional manner. Assisted customers with retail transactions, in selling cellular and paging services to new and existing customers. Processed cellular and paging payments on accounts. Established rapport with broad range of individuals through personal and telephone contact.

### Floater Teller, Parish National Bank, Baton Rouge, LA, December 2009 - January 2011

Assisted customers with checking accounts, savings accounts, money market accounts, CD's, loan payoffs, fund transfers, and phone transfers. Explained and provided product descriptions and rate information to customers, making recommendations based on their needs. Input and processed checking and savings deposits, check cashing and savings withdrawals, loan and credit card payments on accounts. Audited various cash drawers at different branches, and assisted in solving teller outages as needed by serving as head teller.

## ORGANIZATIONS & HONORS

- American Marketing Association (AMA): Assisted in coordinating student event with employer representatives providing information on resumes, interviewing, and job search strategies
- Dean's List; Thirteen Club honors recognition.

# JOHN SMITH

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## CAREER OBJECTIVE

To promote company growth by providing management, marketing, and finance knowledge and skills acquired through graduate level educational preparation and work experience in business environments.

## EDUCATION

Southeastern Louisiana University, Hammond, LA

**Master of Business Administration** December 2015

- Major Coursework: Business Policy and Strategy, Organization Theory and Behavior, Business Research, Marketing Communications, Financial Policies, Financial Institutions Management, Managerial Economics, Accounting for Business Decisions

**Bachelor of Science, Industrial Technology; concentration in Supervision** July 2013

## PROFESSIONAL SKILLS

- Strong knowledge base in principles and applications of management, marketing and finance.
- Excellent interpersonal skills with ability to interact effectively with others to achieve results.
- Highly self-motivated, energetic leader and team member with commitment to exceeding goals.
- Ability to manage multiple projects successfully and meet deadlines working under pressure.
- Exhibited effective critical thinking skills in analyzing problems and developing solutions.
- Computer skills in office applications, multimedia presentation, and desktop publishing.

## WORK EXPERIENCE

**Graduate Assistant:** January 2015 – December 2015

**Campus Activities Board (CAB), Southeastern Louisiana University**

Assisted CAB coordinator in planning and implementing CAB special events and programs for students, including processing contracts for entertainers and speakers, marketing events through various social media and other venues, and other promotional efforts, and assisting with event set up and take-down. Monitored CAB event expenditures, including purchase requisitions and service requests.

**Graduate Assistant:** August 2013 – December 2014

**College of Business Computer Lab, Southeastern Louisiana University,**

Assisted students and faculty with hardware, software, and Internet problems. Wrote purchase requisitions and service/repair forms, and scheduled work hours. Supervised lab assistants in operations and special projects. Provided web page support for the College of Business Microcomputer Lab.

**Sales Associate:** May 2012 – July 2013

**Best Buy, Metairie, Louisiana,**

Initiated sales and ensured customer satisfaction by demonstrating genuine interest in customer needs and questions. Responsible for troubleshooting and arranging for repair of computer problems of customers. Performed sales transactions, deposits, and closing and balancing functions.

## ACTIVITIES AND AWARDS

Student Government Association, Kappa Alpha Fraternity, Gamma Beta Phi, Thirteen Club honors recognition, Dean's List, President's List

# Chris Wilson

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## OBJECTIVE

A career with opportunity to demonstrate management and industrial technology knowledge and skills, resulting in continual company improvement and success.

## EDUCATION

### **Bachelor of Science, Industrial Technology – Supervision Concentration**

Southeastern Louisiana University, Hammond, LA May 2016 GPA: 3.8

**Major Coursework:** Industrial Supervision, Production Planning and Controlling, Statistical Quality Assurance, Computer-Integrated Manufacturing, Work Methods and Measurement, Industrial Control Systems, Occupational Safety and Health, Principles of Management

## SKILLS SUMMARY

- Leadership abilities further developed through industrial technology class team projects.
- Ability to plan, organize, and complete responsibilities with attention to detail and timelines.
- Organize projects and people to achieve results with efficient, motivated team work.
- Analyze problems with logic and creativity to formulate and develop practical solutions.
- Computer skills: AutoCAD, Inventor (Mechanical 2D & 3D), Microsoft Office

## PROFESSIONAL EXPERIENCE

### **Electrical Helper 2**

#### **Specialty Contractors for Marathon Petroleum Corp., Garyville, LA May 2015 - present**

Assist licensed electricians in performing electrical installations adhering to job specifications and local codes. Test electrical systems using testing devices to ensure safety of system. Use power construction equipment, measuring devices, power tools, and testing equipment. Maintain tools, vehicles, and equipment and keep parts and supplies in order. Compose safety reports outlining work tasks to be completed and hazards associated with performing the work.

#### **Construction Worker, Design & Build Masters, Covington, LA January 2013 - May 2015**

Assisted in delivering materials to and from construction sites. Demolished walls, ceilings, flooring, doors, and windows. Installed new sheetrock and made repairs to existing sheetrock. Painted completed doors and walls. Loaded and unloaded materials at construction sites and warehouse. Set cement forms, poured, and leveled cement. Used assorted power tools and construction equipment. Gained knowledge of and adhered to safety standards.

## HONORS & ACTIVITIES

- Dean's List, multiple semesters, 2013-2015
- TOPS scholarship
- National Association of Industrial Technology, member

# **Brittany B. Williams**

2014 Riverbend Dr., Covington, LA 70433

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## **OBJECTIVE**

A career in the field of communications/public relations, with opportunity to apply a range of skills and competencies in a collaborative, creative, and results-oriented team environment.

## **EDUCATION**

**Southeastern Louisiana University, Hammond, LA**

**Master of Arts in Organizational Communications - Concentration in Public Relations**

December 2012 Cumulative GPA: 3.85

**Bachelor of Arts in Social Work, December 2010**

## **SKILLS SUMMARY**

### **Communication**

- Event planning, public and political campaign planning, fundraising, orientations and recruiting.
- Public speaking, interviewing preparation, training and assessment, emotional intelligence coaching.
- Writing press releases, news releases, newsletters, brochures, and grant writing.
- Crisis communication training, diversity training, leadership training, knowledge of employment law.
- Conducted basic qualitative and quantitative research; knowledge of organizational structure and management.

### **Technology**

PeopleSoft System, MS Office/Publisher, Windows and Mac OSX, IBM SPSS predictive analytics software, audio/visual equipment (projectors, speakers, video), light HTML coding, light Adobe Photoshop, various social media websites.

## **EXPERIENCE**

**Southeastern Louisiana University Office of Admissions, Hammond, LA**

**Graduate Assistant, January 2012 – December 2012**

Assisted with planning and executing university sponsored recruiting events such as Student and Parent Orientations. Actively recruited students to attend Southeastern at college fairs and private school visits. Acquired knowledge of university recruitment and marketing strategies, and administrative functions including the student enrollment process.

**Student Assistant, August 2007 – January 2009; Orientation Leader, January 2007 – January 2008**

**Jay Dardenne for Lt. Governor Re-Election Campaign, Baton Rouge, LA**

**Assistant Campaign Manager, August 2011 – October 2011**

Directly assisted Campaign Manager in statewide campaign activities. Coordinated all campaign volunteer affairs. Wrote press releases, managed campaign budget and campaign headquarters actions, and coordinating grassroots campaigns.

**Southeastern Louisiana University Student Government Association, Hammond, LA**

**Graduate Assistant, January 2011 – August 2011**

Responsible for student life event planning and membership recruitment and retention. Assisted in overseeing all office operations, attended student senate meetings, performed office administrative duties, and assisted coordinator with expense reports and budgets. **Student Assistant, January 2009 – December 2010**

**St. Tammany Parish Hospital Parenting Center, Covington, LA**

**Student Intern, August 2010 – December 2010**

Assisted with large fundraiser event planning and execution, new parent hospital visits for membership recruitment, PR writing, and parenting class preparation; community services representative and currently volunteer for annual fundraiser.

## **ACTIVITIES & HONORS**

Outstanding Woman of the Year 2009; Student Government Association, Executive Board 2007-2011; Theta Phi Alpha Fraternity, 2006-2010 (President 2009, Recruitment Chairman 2008); Order of Omega – Greek Honor Society; Southeastern Ambassadors, 2007-2009; Southeastern Leadership Conference 2007-2011 (presenter; planning committee).

# Jonathan Jones

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## OBJECTIVE

To demonstrate exceptional leadership, team work, communication, and organizational skills in a career in sport management, while positively impacting an organization and continuing to develop professionally.

## EDUCATION

### **Bachelor of Science, Sport Management**

Southeastern Louisiana University, Hammond, LA

Graduation Date: May 2011 GPA: 3.6

### **Course Work Includes:**

Sport Administration, Governance in Sport, Social Aspects of Sport, Psychosocial Dimensions of Sport, Legal - Ethical Implications in Sport, Facility and Event Management, Drugs and Society, Sport Promotion and Fundraising, Sport Information and Media Relations, Principles of Management, Principles of Marketing, Financial Accounting, Anatomy and Physiology

## SUMMARY OF SKILLS

- Strong academic background in sport management, including facilities management, event planning, marketing and promotions, media functions, and physical/social aspects of sports.
- Acquired practical experience by completing internship with professional sports team.
- Demonstrated strong team work skills in class projects, athletic experience, and internship.
- Ability to communicate and relate well with others to accomplish goals.
- Highly self-motivated, organized, disciplined, and able to manage multiple tasks effectively.
- Certified in CPR, 2010, 2011

## RELATED EXPERIENCE

### **Intern**

**Zephyrs, New Orleans, LA**, January 2011 - May 2011

Completing internship in Community Relations area of Minor League Baseball team. Assist with preparation and implementation of projects and programs. Make community appearances as Boudreaux (mascot). Package and ship donation requests, and keep inventory of donation items. Maintain donation information in computer database. Manage game day staff (stadium ushers, etc.), and Boudreaux's Kids Crew. Assist with on field promotions. Assist other departments as needed.

**Baseball Student Athlete, Southeastern Louisiana University**, August 2007 - May 2011

Excelled in Division I athletics by devoting an average of 30 hours per week to conditioning, practices, meetings, films, travel and game competitions, and demonstrating leadership, teamwork, and time management skills.

## ACTIVITIES & HONORS

Dean's List, The Thirteen Club honors recognition



# Jennifer Jones

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## Objective

A position in which application of my knowledge and skills in social services to advocate on behalf of clients will improve the lives of clients, make a positive impact on the community, contribute to my employer's success, and allow for continued professional development in the field.

## Education

Southeastern Louisiana University, Hammond, LA

### Bachelor of Arts, Social Work

Graduation Date: May 2015 GPA: 3.47 on 4.0 scale

**Major Courses Include:** Child Welfare Services, Human Behavior in the Social Environment I and II, Human Diversity and Populations at Risk, and Generalist Social Work Practice: Micro, Mezzo, and Macro Practice Skills

## Skills Summary

- Establish a positive rapport with clients by utilizing skills in listening and empathy
- Work effectively on independent basis and as part of a team to establish and achieve goals
- Detail-oriented and accurate in documentation and other critical activities and tasks
- Effective time management, planning, organizational and prioritization skills
- Knowledge of client intake procedures, documentation, and confidentiality
- Computer skills: Microsoft Office – Word, Excel, PowerPoint

## Related Experience

### Intern, January 2015 – May 2015

#### Discovery, Southeastern Louisiana University Family Resource Project, Baton Rouge, LA

Met with Office of Community Services (OCS) or Families in Need of Services (FINS) clients in their homes to address their needs and concerns. Assisted with teaching parenting classes, and with case management. Participated in staff meetings. Acquired knowledge of confidentiality and documentation of client records. Learned skills in developing relationships with individuals from other cultures and various socioeconomic backgrounds.

### Court Appointed Special Advocate (CASA) Training, Livingston, LA, 2014

Trained in assisting abused and/or neglected children throughout the court process. Trained in mentoring, case management, and court advocacy.

## Additional Experience

### Sales Associate, Target, Hammond, LA, January 2012-December 2014

Provided courteous and efficient service in assisting customers with selecting and purchasing items. Conducted cash register transactions and daily closing and balancing of cash drawer.

## Activities

- Phi Alpha Social Work Honor Society, 2014 - present
- Social Work Club – Secretary, 2015- present
- National Alliance on Mental Illness on Campus, 2015 - present
- Student Outreach and Advocacy Representatives, 2014 - present



# David Bhattarai

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## OBJECTIVE

Accomplished computer science college graduate seeking challenging software development career that offers opportunity to apply technical, analytical, communication, and team work skills towards an organization's success.

## EDUCATION

### **Bachelor of Science, Computer Science - Minor in Mathematics**

**SOUTHEASTERN LOUISIANA UNIVERSITY**, Hammond, LA. Graduation Date: May 2013

Major GPA: 4.0, Overall GPA: 3.860

**Coursework Includes:** Machine Learning, Software Engineering I, Probability and Statistics, Data Structures, Database Systems, Applied Linear Algebra, Foundations of Discrete Mathematics, Calculus III

**Computer Skills:** Java, Android, PHP, C#, MATLAB, R, JavaScript, Python, LINUX, FORTRAN, COBOL, C++

## WORK EXPERIENCE

**Amedisys Home Health and Hospice, Baton Rouge, LA.** Spring 2013 – Present

### **Software Developer Analyst – Mobile Technologies**

- Conduct research on presently available mobile technologies
- Evaluate native and multi-platform frameworks

**Southeastern Louisiana University.** Fall 2011 – Summer 2012

### **Research. Dr. Aron Culotta. Department of Computer Science and Industrial Technology**

- Assisted with research on natural language processing to infer user sentiment on Twitter trends.
- Analyzed Twitter user credibility to create focus groups for sentiment analysis.

**Southeastern Louisiana University.** Summer 2012 – Fall 2012

### **Internship. Center for Faculty Excellence**

- Worked on web-based rubric system to speed up the process of new course approval.

**Southeastern Louisiana University.** Spring 2010 – Spring 2011

### **Research. Dr. Sanichiro Yoshida, Department of Physics and Chemistry**

- Wrote programs to analyze the interferometric data of metal under stress.
- Published work in "Optical Measurements, Modeling, and Metrology 5" (2011). Pages: 75-81.

**Danfe Labs.** Spring 2012 – Present

### **Android Application Developer. Amit Regmi. Chief Technologist.**

- Developed and tested various COCOS2Dx games and native Android applications.
- Published 'NepNews', a Nepali News aggregator, in Google Play Store.

## CLASS PROJECTS

**VODOAT:** Developed a parking lot monitoring system using image processing and machine learning. Used Support Vector Machine to predict vehicle occupancy. Manipulated and normalized data samples for consistency throughout system. *Skills used:* Machine Learning, Image Processing, Python, PHP and JavaScript.

**KeepNEye:** Developed C# motion detection application to alert user in case of a security breach. Ability to stream live video and control remote web-camera from any Android device. *Skills used:* Software Design, C#, Android and Java.

**Musical Pattern Recognizer:** Used Machine Learning techniques to find out and visualize patterns in popular music. *Skills used:* Clustering algorithms, Discrete Fourier Transformation, Python and MATLAB.

**High Speed Photography:** Built custom hardware configuration to trigger camera from a collection of active sensors. *Skills used:* Hardware programming, electronic circuits and C#.

## AWARDS and ORGANIZATIONS

President's List (Fall 2009 – Present); Dean's List (Fall 2009 – Present); Progression Scholarship (Fall 2010 – Present); Star Grant (Fall 2011); Guitar Club; Nepali Students at Southeastern