



DEPAUL
UNIVERSITY

CAREER CENTER



RESUME GUIDE

Experienced Resume Sample Packet

The included resumes are designed to assist experienced candidates in improving and/or revising their resumes. You can find other good samples in books and through websites. Visit with a Peer Career Advisor if you have questions about your resume.

DePaul University's Peer Career Advisors are available on a walk-in basis to assist you with creating and/or improving your resume. Inquire about Peer Career Advisor Program hours by calling the Career Center at (312) 362-8437 (Loop Campus) or (773) 325-7431 (Lincoln Park Campus).

Kelly N. Davenport

2200 North Kenmore, #1
Chicago, Illinois 60617
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kdaven@email.com

Career Summary: Results-oriented professional with sixteen years of real estate development experience in large corporations, as well as in the restaurant/hospitality and retail home improvement industries. Proven ability and effectiveness in market research, site selection, lease negotiation, budgeting, design, development and on-going maintenance for selected sites. Experience accompanied by graduate business degree, professional association leadership and community development.

Work Experience: **Home Improvement Stores, Inc., Chicago, Illinois**
Vice President, Real Estate Development April 1997-Present
Vice President of real estate development for a publicly held major retail home center chain operating in twenty states. Manage all site development ranging from selection and lease negotiation to monitoring each store's operational budget related to maintenance and expenses.

- Organized the company's first real estate development department.
- Created prototype of an electronic "build to suit" lease document that can serve as a model for all future developments.
- Administer a capital budget of \$15-\$20 million per year.
- Supervise staff of 20-25; maintain 65 units and 12 different departments in stores that are approximately 115,000 square feet.
- Developed 10-12 locations annually, each with a building budget of \$70-\$100 million and 20 year lease.
- Established market growth strategies that resulted in new units generating first year sales of nearly \$50 million.
- Increased company's net worth through leasehold assets by \$70-\$100 million each year.

Dodgemen Associates, Chicago, Illinois
Assistant Vice President September 1995-April 1997
Assistant Vice President of real estate for \$3 billion discount department store chain with complete responsibility for all real estate/site selection and development along eastern seaboard.

- Led department in adding economic net worth of approximately \$55 million through leasehold improvements.
- Renegotiated all existing leases and increased the company's economic worth by nearly \$10 million during tenure at the corporation.
- Developed six new units per year with each lease generating \$7-\$10 million for 250,000-400,000 square foot units located in established shopping centers.
- Conducted on-going risk/benefit analysis for all properties and leases.

Real Estate Development Partners, Chicago, Illinois

Assistant Director

May 1991-September 1995

Responsible for coordinating and negotiating hotel management contracts which provided present value income to company on basis of fees to be paid for contract life.

- Negotiated contracts that provided a value of \$750,000 to \$2.2 million.
- Annualized contracts and provided the company with average of \$7.5 million in additional economic worth.
- Coordinated development of company-owned hotel properties, including approximately ten restaurant developments at \$3.2 million and ten lodge developments at \$4.1 million.

Accounting/Office Manager Assistant

June 1990-May 1991

Implemented all bookkeeping and accounting practices for regional offices.

- Introduced process improvement for billing system that increased collections and decreased errors by 75%.
- Designed and delivered staff accounting training program which was adopted by all regional offices.

Education:

DePaul University, Chicago, Illinois

Master of Business Administration, June 1995

Finance Concentration

University of Illinois, Champaign, Illinois

Bachelor of Science, June 1990

Accounting

Computer Skills:

Proficient in Microsoft Word, Excel, PowerPoint, Access

Language:

Proficient in oral and written Spanish

Professional Affiliations:

National Real Estate Management Association, Chicago Chapter Treasurer, 1999-Present; Program Committee Chair, 1995-1999

Volunteer:

DePaul University Alumni Sharing Knowledge (ASK) Program Career Mentor, 1996-Present

Recognition:

Founder's Award, Chicago Community Trust, 2000

City of Chicago Neighborhood Economic Development Award, 1999

LaDonna E. Brown
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lbrown@hotmail.com

Objective

Human Resources Development position involving travel.

Summary of Qualifications

- More than ten years of experience planning and organizing creative projects.
- Successful history of managing, facilitating, coaching, and training.
- Extensive experience in curriculum design and delivery.
- Effective team member, comfortable with leading or collaborating.
- Committed to helping managers reach their professional and personal visions.

Professional Experience

Planning/Organizing

- Planned, developed, and established three new human service projects for County Board of Supervisors; all three still successfully operating.
- Directed capital improvement campaigns for a municipal civic center and a community hospital; surpassed financial goals.
- Formulated and directed national marketing plan for a software product; experienced profits the first year.
- Produced semi-annual regional seminars for middle managers; doubled sales in two years.
- Redesigned format for annual meeting, greatly increasing the member participation of a national organization; facilitated discussions during the meeting.

Training (designed and delivered training in):

- Roles and Responsibilities of Middle Managers and Executive Managers
- Team Management
- Project Management
- Supervisory Skills
- Management by Goals and Objectives
- Time Management
- Performance Appraisal
- Stress Reduction
- Introduction to Technology
- Effect of Technology in the Workplace

External Consultation

- Defined mission and strategies.
- Developed executive level teams.
- Performed systems diagnosis, including data feedback and problem solving in six departmental groups.
- Developed management information systems and introduced new technologies utilizing Action Research, leading to interventions in group conflict resolution, team building, and transition planning.

Work Experience

2007 – Present	Management Consultant	COSBY & ASSOCIATES, Berkeley, CA
2005 – 2007	Senior Associate	THE COMMUNITY GROUP, Oakland, CA
2003 – 2005	Executive Director	THE CENTER, Counseling, Education and Crisis Services, Pleasanton, CA
2001 – 2003	Program Director	COMMUNITY ACTION COMMISSION, Santa Barbara, CA
1997 – 2001	Student Activities	UNIVERSITY OF CALIFORNIA, Dean of Students, Los Angeles, CA

Education

Master of Arts in Counseling Psychology, California State University at Long Beach, 2003
Bachelor of Arts in Sociology and Psychology, DePaul University, 1997

Local & National Professional Affiliations

- American Society of Training and Development
- Organization Development Network

Professional Development

2006	Internal Consulting Skills , Peter Block, Block, Petrella and Weisbord, Plainfield, NJ
2004	Tavistock Training: Pairing, Partnerships & Mergers , Grex Institute, San Francisco, CA
2003	Gestalt Awareness Training: Group Dynamics , University of Southern California, L.A., CA
2001	Research Evaluation and Design , University of California, Los Angeles, CA
2001	Client Centered Therapy , Western Behavioral Sciences Institute, La Jolla, CA

SAMPLE 3: Chronological Resume, Education Position

Cameron L. Mueller

412 N. Seminary Avenue – Park Ridge, Illinois 60068 – (555) 555-5555 – cmueller@aol.com

TEACHING OBJECTIVE

To obtain a position as a Language Arts teacher

STRENGTHS

Creative Writing
Portfolio Assessment

Adolescent Literature
Technology Integration

Journalistic Writing
Poetry

TEACHING EXPERIENCE

Carpenter School, Park Ridge, IL, 2002 – Present

Middle School Language Arts and Reading Teacher, Grades 5 and 6

- Created interdisciplinary units with reading, language arts, and social studies.
- Applied balanced literacy approach to teach reading by incorporating *Socratic* discussions, *literature circles*, *guiding reading*, *visualization* and *SSR* into curriculum.
- Engaged students in the writing process, journal writing, and focused essay writing for the ISAT.
- Developed and implemented successful Book Club to encourage students to read independently.
- Differentiated instruction for ESL, gifted, special needs, and regular classroom students.
- Addressed different learning styles through graphic organizers, visual aides, art, music, and drama.
- Redesigned ISAT writing curriculum.
- Organized and initiated individualized language program for gifted students, culminating in successful book publishing project.
- Tutored students seeking additional guidance with course work.
- Used the Internet, PowerPoint, and Inspiration software to develop reading and writing skills.
- Regularly communicated with parents to acknowledge superior work and problem areas.

Abbott Middle School, Elgin, IL, 1999 – 2002

Middle School Language Arts Teacher, Grades 5 and 6

- Provided content reading strategy instruction focusing on text features and role plays for comprehension.
- Designed cooperative learning projects, stimulated critical thought in discussions, and employed technology-based education.
- Taught nonfiction reading strategies and current events with *Scholastic News* magazines.
- Incorporated collaborative learning, drama, video series, and field trips to address different learning styles.
- Adapted instruction for students with autism, learning disabilities, and other special needs.
- Designed and applied rubrics and individualized assessments.

CERTIFICATION

Illinois Standard Secondary Certificate in English
Middle grade endorsement in Language Arts

EDUCATION

Master of Education in Teaching and Learning, DePaul University, Chicago, IL, June 1999
Bachelor of Arts in English, Northern Illinois University, DeKalb, IL, May 1997

PROFESSIONAL DEVELOPMENT

- Member of the Suburban Council of Illinois Reading Association
- Participated in Staff Development, School Climate, and Language Arts Curriculum Committees

SAMPLE 4: Functional Resume, Communications Position

Ping Li

1200 W. Webster #2E
Chicago, IL 60614
555-555-5555
Pli1255@aol.com

QUALIFICATIONS

- 15 years of experience in writing, editing, and designing promotional materials.
- 12 years of experience coordinating events in not-for-profit and corporate environments.
- 20+ years experience presenting and performing in front of large audiences.
- Three years of experience in writing successful grants for not-for-profit organizations.

WRITING EXPERIENCE

- Wrote, edited, and proofread articles for *CDS Review* (monthly publication for Chicago Dental Society).
- Contributed articles to *Day-by-Day*, the daily publication of the CDS Midwinter Meeting.
- Wrote press releases covered by: CNN, HBO, PBS, *Time*, *Rolling Stone*, *USA Today*, *The New York Times*, *Village Voice*, *L.A. Times*, *L.A. Reader*, *Chicago Tribune*, *Sun-Times*, and the *Chicago Reader*.
- Featured in the multiple anthologies and CDs, including *Lollapalooza 1994*.

COORDINATING EXPERIENCE

- Compiled *National Children's Dental Health Month* packet featuring dental-related, age-specific lectures.
- Created *National Senior Smile Week* packet featuring lectures on dental topics.
- Coordinated CDS Speakers Bureau. Recruited dentists to speak to area students on dental hygiene.
- Supplied speakers with print and video support materials.
- Worked with designers and photographers to create eye-catching promotional materials.

PRESENTATION EXPERIENCE

- Coordinated poetry slams, readings, and solo performances at academic and arts venues nationwide.
- Produced *Big Goddess Pow Wow* spoken word series.
- Wrote and performed in *Carnivale Animale* and *Too Much Light Makes the Baby Go Blind*.
- Performed in *Late Nite Catechism* and *Late Nite Catechism 2*
- Acted in *A Christmas Catechism: The Mystery of the Magi's Gold* (national tours).

WORK HISTORY

Queen Bee Productions, Chicago, IL
Producer/Performer, October 1994 to Present

Chicago Dental Society, Chicago, IL
Communications/Editorial Assistant, April 1990 to October 1994

SKILLS

Microsoft Office Suite, WordPerfect, Quark Xpress

GRANTS AND AWARDS

- Three-time Chicago Artists Assistance Program grant recipient
- National Poetry Slam Champion
- Nominated for Pushcart Prize in Poetry

EDUCATION

DePaul University, Chicago, IL
Bachelor of Arts in Communication, June 1990
Emphasis in Public Relations

**SAMPLE 5: Chronological Resume, Computer Graphics and Animation
Position**

Gizela Worchofski

3454 N. Kenmore Apartment #1
Chicago, IL 60614
555.555.555
gworchofski@gmail.com

**RELEVANT
EXPERIENCE**

Blue Porch Design, Chicago, IL

Designer/Project Manager, March 2001-Present

- Determine client needs, strategically provide solutions and enhance identity development.
- Create and design websites utilizing Flash introductions and logo development.
- Conceptualize and write print material for DVD covers and promotional events.
- Manage relations and coordinate monthly receptions for clients and guests.
- Designed sites for Howard Brown Health Center, Savor Bistro and Planet Sound Entertainment.

DePaul University, Chicago, IL

Consultant, October 1998-April 2001

- Designed, developed, implemented and maintained websites for three departments.
- Coordinated and organized correspondence for departmental directors.
- Routed students to appropriate faculty advisor.
- Designed graphics and flyers for the Center for Community Based Service, the Center for Culture and History, the DePaul Center of Black Diaspora and the Philosophy Department.

**INTERNSHIP
EXPERIENCE**

Gorilla Polymedia, Chicago, IL

Intern, June 1996-September 1997

- Developed client information packets, flyers, brochures and web content to market the organization.
- Recommended various images to enhance organization market position.
- Conceptualized artistic elements for the American Law Label Inc., Atavistic Worldwide, Gay Travel.com and Gorilla Polymedia.

**TECHNICAL
SUMMARY**

Programming: XML, HTML, ActionScript, JavaScript, basic DOS and UNIX

Software: Macromedia Flash, Fireworks and Dreamweaver, Quark, PageMaker, Adobe Photoshop/Illustrator, After Effects, Microsoft Front Page.

Networking: Set-up and maintenance of both WAN and LAN networks: installation of networked peripherals.

Platforms/Applications: Windows (NT 4, 2000 XP), Mac OS 9, X. All of Microsoft Office Suite: Excel, Access, Word, and PowerPoint. HTML editors, Photoshop 7, Macromedia Flash MX, Adobe After Effects, Novell, McAfee.

EDUCATION

DePaul University, Chicago, IL

Master of Science in Computer Graphics and Animation, June 2005

Bachelor of Science in Computer Science, March 1998

SAMPLE 6: Chronological Resume, Software Engineering Position

Carlo Rossi

1111 Summit Dr., Chicago IL 60614 • 555.555.555 (Home) • 555.555.5551 (Cell) • CRossi@gmail.com

Career Summary

Four years IT-related employment including two plus years as a Software Developer. Played key role in writing research paper that was submitted for publication, while working for Microsoft abroad. Saved tens of thousands of dollars per annum by automating administrative system. Wrote technical documents and user's manuals.

Technical Summary

Languages: Java, C, C++, C#, Pascal, VB, SQL, PHP, ASP, HTML, DHTML, XML, UML

Databases: Oracle, DB2, SQL, Server, MySQL, Access

Systems: Win NT/2000/XP, UNIX

Applications: MS Word, Excel, PowerPoint, Visio; Latex

Information Technology Related Employment

National College Recruiting System, Columbus, Ohio

Software Developer

November 2005 - Present

- Increased efficiency and cost effectiveness by designing and implementing an automated administrative system.
- Manage multiple projects simultaneously from conception through completion.

DePaul University, School of Computer Science, Telecommunications & Information Systems, Chicago, Illinois

Teaching Assistant

September 2004 - 2005

- Designed and delivered tutorial for course in Computer Algorithms and Languages.
- Previously instructed tutorials for the following courses: Introduction to Computer Science; Information Systems Analysis and Design; Discrete Mathematics for Computer Science.
- Provided one-on-one counseling for students; assisted with Java programming labs.

Research Assistant to Professor

January 2003 - September 2004

- Demonstrated leadership skills by managing a group of three involved in construction of demo for P2P database system using Java/ CVS/UNIX.
- Code developer; shared information with staff on a regular basis.

Microsoft Corporation, Toronto, Canada

P2P File Sharing System

October 2001 - December 2002

- Contributed to research paper on P2P system, which was submitted for publication.
- Designed and tested algorithm for this P2P system; helped construct the system using C# and Win 2000.
- Capitalized on valuable opportunity to work with and learn from some of the organization's most proficient information technologists.

Education

Master of Computer Science with Concentration in Software Engineering

DePaul University, Chicago, IL, June 2005

GPA: 3.8 / 4.0

Bachelor of Science in Computer Science

Loyola University, Chicago, IL, May 2001

SAMPLE 7: Chronological Resume, Finance Position

Odessa Philipou

2424 N. Racine Avenue #3 ▪ Chicago, Illinois 60657

Phone 555-555-5555 ▪ Email OPhilipou@gmail.com

WORK EXPERIENCE

GMAC Commercial Mortgage

Portfolio Manager, Construction Lending Division

Chicago, Illinois

April 2006 – Present

- Manage portfolio of ten construction loans within the Construction Lending Division.
- Oversee loans on projects throughout the country that vary in nature from affordable housing to military communities and conventional construction loans.
- Administer and approve monthly draw request of borrowers.
- Increased portfolio volume from two to ten deals in two months, taking full responsibility for all matters concerning each deal.

Portfolio Manager, Life Company Servicing Group

May 2004 – March 2006

- Interacted with borrowers, investors, property managers, various functional units of GMAC, and loan origination staff.
- Reviewed and completed reserve disbursement requests; reconciled tax insurance and reserved escrow balances.
- Analyzed annual inspection reports and prepared monthly watch list reports for investors and internal use.
- Carried out a month-long project in which all 42 multiple-property investor loans were reviewed for the purpose of establishing whether a consolidated or property-level inspection and financial analyses were needed.
- Created a write-up for each loan with a recommendation and completed the project three weeks ahead of schedule.
- Received a Lightning Award from coworkers for individual performance.

US Bank

Securities Operations Specialist

Chicago, Illinois

May 2002 – May 2004

- Ensured accurate and timely settlement of approximately 350 fixed-income trades per day, with an average daily combined market value of \$30 billion.
- Prepared account opening documentation and maintained timely and accurate reports of security and cash positions.
- Reduced cash reconciliations report by 25%.
- Created 130 templates utilized by entire department for transferring funds that saved bank 5.0 work hours per week.

EDUCATION

DePaul University

Bachelor of Science in Economics

G.P.A. 3.4/4.0

Chicago, Illinois

December 2001

SAMPLE 8: Functional Resume, Career Changer

George Pickering

123 Larabee Avenue
Chicago, Illinois 60614
555-555-5555
gpickering@aol.com

HIGHLIGHTS OF QUALIFICATIONS

- Expert knowledge and abilities in written communication.
- Organized and detail-oriented; specialized in understanding procedures and logistics.
- Strong skills in time management, prioritizing tasks, and meeting deadlines.

RELEVANT EXPERIENCE

Communication Skills:

- Articulate and effective in working with individuals of different backgrounds and temperaments.
- Accurately record, remember, and verbally communicate detailed information.
- Exceptional command of the English and Spanish languages with strong written and transcription skills.

Organization and Time Management:

- Problem solver who quickly grasps complex situations and turns them into manageable tasks.
- Produce quality work under extreme time pressure and deadlines.
- Proven ability to understand and follow complex instructions to successful conclusions.
- 15 years of experience successfully managing and organizing personnel time and workload.
- Collaborate in teams of up to 20 staff to produce quality reports.

Technical Skills:

- Extremely accurate and rapid keyboarder.
- Experienced in editing and proofreading lengthy documents with focus on work definitions, spelling, sentence structure, syntax, and grammar.
- Work with technical vocabularies from a variety of fields.

WORK HISTORY

Kellogg School of Management, Enrollment Coordinator	1996-Present
UMC Mortgage, Account Manager	1992-1996
Ticor Title, Accounts Receivable Specialist	1989-1992

EDUCATION

DePaul University, Chicago, Illinois Master of Business Administration	1996
University of Wisconsin-Madison, Madison, Wisconsin Bachelor of Science in Economics	1989