

# Resume Examples



EDINBORO  
UNIVERSITY

Center for Career Development

2021

Center for Career Development

# RESUME EXAMPLES

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| Art and Design                       | 1  |
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## Resume Examples

# ART AND DESIGN

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\*Tip: When possible, always include a link to your digital portfolio or professional website on your creative resume.

## Benjamin Gamer Simulation

(814) 555-4321

BGSims@email.com

### EDUCATION

Bachelor of Fine Arts (BFA)

Major: Applied Media Arts

Concentration: Computer Animation

Anticipated: May 2016

Edinboro University of Pennsylvania, Edinboro, PA

GPA: 3.71/4.0

### CAREER-RELATED EXPERIENCE

Animation Intern

Pixar, Emeryville, CA, Summer 2015

- Participated in extensive 12-week, classroom-based animation training course.
- Gained knowledge of the production pipeline process.
- Attended animation dailies.

Summer Clerk

Disney World, Orlando, FL, Summers 2013 & 2014

- Provided excellent customer service in-person, online, and via phone.
- Assisted customers at finding gifts and souvenirs.
- Maintained balanced cash register.

### EMPLOYMENT

Cashier

Walmart, Edinboro, PA, Fall & Spring 2014-Present

- Provide excellent customer service.
- Ring up customer purchases.
- Provide correct change and balance drawer at the end of shift.
- Handle returns and exchanges.

### CLUBS & ORGANIZATIONS

Animation Club, 2013-Present

National Cartoonists Society, 2015

AnimeNEXT Convention, 2015

# PHO T. GRAPHER

(555) 555-9963

ptgrapher@example.com

## EDUCATION

Bachelor of Fine Arts in Applied Media Arts - Photography  
Edinboro University of Pennsylvania, Edinboro, PA  
Graduated: cum laude

May 2016

## EXHIBITIONS

- "Flour Soup" (offset book), Wood Gallery, Erie, PA, 2015
- "Flour Soup," Red Eye Gallery, Erie, PA, May, 2015
- 16mm Film, Junior Film Show, Studio Gallery, Pittsburgh, PA, June, 2015
- Black and White Photographs, Pittsburgh, PA, 2014

## PROFESSIONAL EXPERIENCE

Production/Research Assistant

The "Break Time" Film Project, Erie, PA

2014 – present

Assisted with pre-production work for narrative film including grant and funding research, solicited funds, and ran public relations.

Freelance Illustrator/Designer

Pittsburgh, PA

2014 – 2015

Produced illustrations for corporate promotions including pen and ink drawings and photographs.

Designed posters, corporate catalogs, brochures, fliers, logos, and signs. Created unique environments for store interiors using three-dimensional design. Composed photographic portraiture.

Recent Clients include: Bates Shoe Company, Pittsburgh, PA; Passport Clothing, Pittsburgh, PA; Berk's Shoe Store, Erie, PA

Photo Lab Assistant

Edinboro University of Pennsylvania, Edinboro, PA

2014

Selected by faculty for this position. Taught operation and maintenance of offset press, plate maker, hand press, stat camera. Scheduled and supervised student use of equipment. Graded student work.

Maintained studio, equipment, and stockroom. Printed R.I.S.D.'s first four-color comic book.

Production Assistant

Drumheller Creative, Erie, PA

2013 – 2014

Began as intern and was asked to continue on at end of internship. Assisted with all aspects of shoots including lighting, sets, electricity, loading cameras. Oversaw dubbing. Maintained film library. Set up computerized mailing lists. Provided administrative support.

## EQUIPMENT EXPERTISE

- Still cameras: 35mm, 2 ¼, 4x5 and 8x10 format
- Movie cameras: Super 8mm, 16mm (Bolex and CP 130)
- Darkroom: Black and white and color developing and printing processes including Hope and Colenta processors and the Cibachrome process
- Offset reproduction: A.B. Dick 360 offset press, 20x24 hand press
- Sound equipment: Nagra 8mm sound recorder

# Maxine

# Makerton

## + Personal Information

📞 (555) 555-5555  
 ✉️ maxmakerton@example.com

## + Work experience

📅 04/2014 – PRESENT

### Freelancer Self Employed

Services in the areas of:

- Video Production
- Digital Marketing
- Website Development
- Social Media Strategy
- Photography & Editing

📅 08/2006 – 10/2017 📍 NORCO

### Communications Director New Beginnings Community Church

• Managed and lead a 4-person team in the production of marketing projects, promotional materials (video, photography, graphic design), website design, copywriting and audio/visual needs.

- Developed artwork and layout for print and digital signage, banners, posters, publications and flyers.
- Led in the video production process (Pre-production, storytelling, lighting, set-design, audio, filming, editing, color-correction, exporting).
- Serves as a creative guide for all key projects and events.
- Oversees the organization's social media brand strategies.
- Consults and trains staff on effective use of technology, SaaS and technical equipment.

## + Adobe CC Skills

### 📌 ADOBE CC SKILLS

|               |   |
|---------------|---|
| Premiere Pro  | <div style="width: 100%; height: 10px; background-color: #0070c0;"></div> |
| Photoshop     | <div style="width: 90%; height: 10px; background-color: #0070c0;"></div>  |
| InDesign      | <div style="width: 80%; height: 10px; background-color: #0070c0;"></div>  |
| After Effects | <div style="width: 70%; height: 10px; background-color: #0070c0;"></div>  |
| Illustrator   | <div style="width: 60%; height: 10px; background-color: #0070c0;"></div>  |

## + Interpersonal Skills

### 📌 SOFT SKILLS

Self-Confidence/Positive  
 Problem Solving  
 Collaboration  
 Empathy  
 Communication

## + Certifications

📅 08/2017

### Content Marketing Specialist Digital Marketer

📅 02/2016

### Storytelling For Business Udemy

📅 08/2015

### Hootsuite Certified Professional Hootsuite Media

## + Education

📅 08/2006 – 07/2008 📍 RIVERSIDE

### Christian Studies California Baptist University

📅 09/1997 – 05/1999 📍 RANCHO CUCAMONGA

### Liberal Studies Chaffey College

## + Strengths Finder Themes

Achiever Ideation Learner Developer

Maximizer

## + Online Design Portfolio

[www.kickresume.com/cv/steve/](http://www.kickresume.com/cv/steve/)

# Avra Rega

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**Address:** 84 Shipley Ave. Yonkers, New York City, NY 10701, United States **Phone number:** 202-111-1111  
**Email address:** avrarega@gmail.com **Web:** www.avrarega.com

The 2018 American Animation Award winner with an ability to work independently and/or collaboratively in a changing and multitasking environment adept at developing and designing fight animations, characters animations, environments, particle effects, etc. with an extensive knowledge of different visual effects programs and tools, strong attention to detail, and extraordinary time management skills.

## Work experience

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10/2016 – 02/2019  
 New York City, NY,  
 United States

### **Animator** **Obsidian Entertainment, Inc.**

- Developed and designed combat animations, characters animations, environments, particle effects, and performed other graphics/animation tasks as assigned.
- Demonstrated expertise and extensive experience in using various software and tools, for example, Adobe After Effects, Adobe Illustrator, Autodesk Maya, and Adobe Photoshop.
- Managed and motivated a team of 5 other Animators to maximize productivity and efficiency in compliance with company high standards.
- Won the **2018 American Animation Award**.

07/2014 – 10/2016  
 Los Angeles, CA,  
 United States

### **Motion Graphic Designer/Animator** **Powerhouse Animation Studios, Inc.**

- Collaborated and worked closely with Creative Directors to design and develop animations for various digital projects.
- Provided weekly drafts to supervisors in order to identify and execute potential corrections, ensuring that all standards and deadlines were met.
- Participated in daily team meetings to determine the goals and vision for the projects.
- Awarded **Employee of the Month** for performing excellent work.



## Education

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09/2010 – 05/2014  
 Savannah, GA,  
 United States

### **Film and Animation** **Savannah College of Art and Design**

GPA: 3.98

Clubs and Societies: Film Society, Engineering Society, Volleyball Club

09/2006 – 05/2010  
 Heraklion, Greece

### **High School** **European School in Heraklion**

Graduated with Distinction (Grade 1 - A/excellent equivalent in all 4 subjects)

## Skills

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### – LANGUAGES

Greek  
**Native**

English  
**Full**

French  
**Professional**

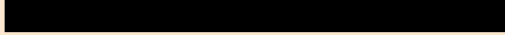


## Skills

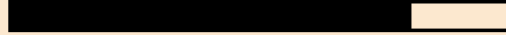
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### - COMPUTER/ANIMATION SKILLS

Microsoft Office



Adobe Animate, Illustrator



After Effects, Photoshop

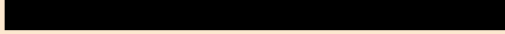


DrawPlus, Autodesk Maya



### - INTERPERSONAL SKILLS

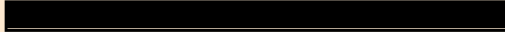
Ability to Work under Pressure



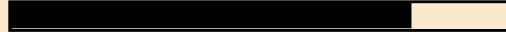
Communication Skills



Creative



Detail-oriented



Multitasking



Time Management



## Volunteering

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09/2008 – 05/2010  
Heraklion, Greece

**Videographer**  
**Savannah College of Art and Design**

## Certificates

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09/2017

**National Certificate in 3D Animation and Visual Effects**  
**Academy of Interactive Entertainment**



Resume Examples

# BUSINESS, FINANCE, AND ACCOUNTING

|                         |   |    |
|-------------------------|---|----|
| Entry-level Accounting  | → | 8  |
| Early Career Accounting | → | 9  |
| Early Career Finance    | → | 10 |
| Early Career Economics  | → | 11 |



## Danielle A. Debit

(412) 555-4321

dadebit@gmail.com

### EDUCATION

#### **Bachelor of Science in Business Administration Concentration in Accounting**

Edinboro University of Pennsylvania, Edinboro, PA

Dean's List seven of eight semesters; graduated *summa cum laude*

GPA: 3.85/4.0

December 2015

### RELEVANT COURSEWORK

Auditing I and II

Federal Individual Income Taxation

Business Decision Making

Human Resource Management

Business Finance

Intermediate Accounting I and II

Business Law I and II

Managerial Accounting

### RELATED EXPERIENCE

#### **Intern**

Jefferson Tax and Bookkeeping Service, Jefferson, OH

September 2015 to December 2015

- Assisted with payroll, tax, and account processing.
- Developed automated system for monthly sales tax payment.
- Implemented "Rapid Tax Refund" service for individual customers.

### OTHER WORK EXPERIENCE

#### **Swing Shift Manager**

McDonald's Restaurant, Erie, PA

August 2010 to Present

- Manage 10-12 employees of diverse backgrounds.
- Earned the Employee of the Month award on three different occasions.
- Promoted from counter person to management position within six months.

### CLUBS AND ORGANIZATIONS

Delta Mu Delta Business Honor Society

- Treasurer, 2014-2015
- Member, 2012-2015

Business and Economics Club

- President, 2015
- Member, 2011-2014

# Timothy J. Hustle

804 Boulevard ♦ St. Louis, MO 00000 ♦ tjhustle@cybermail.com ♦ (555) 555-5555 ♦ Cell: (555) 000-0000

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## EDUCATION

May 2004 **B.S. Accounting**, with honors  
 Dean's List; President of Accounting Club  
 Missouri Baptist College, St. Louis, MO

### *Educational Highlights and Projects:*

*Contemporary Issues in Intermediate Accounting* — Co-led team of 4, focusing on 10K detail of company selected for study, Private Brands Corporation, to analyze their solvency. Took on major role of figuring debt to equity ratios, earnings per share, common stock outstanding, executives' compensation, and pension plan expense of their various business units. Prepared a 10-page report of findings to support company's value to potential investors and presented it orally to class. Commended by professor for thoroughness and received grade of A.

*Internal Auditing* — Participated in a group performing an operational and financial audit of a hypothetical company. Discussed different opinions of business practices with regard to strengths, weaknesses, and recommendations. Gained insight into alternative ways of looking at situations.

*Individual and Business Taxes* — Became thoroughly familiar with the details of all tax forms and worked from memory to perform tax computations.

*Introduction to Finance* — Applied APR to such calculations as installment loans, payments, and annuities.

### *Other Coursework Included:*

Managerial Accounting, Advanced Financial Accounting, Cost Management, Capital Budgeting, and Working Capital Management.

## EMPLOYMENT

2000–Present **MAIL CARRIER**, U.S. POSTAL SERVICE, ST. LOUIS, MO

- Sort and deliver a moderate to heavy volume of mail by vehicle or on foot.
- As a float person, cover any of five different routes.
- Perform a full range of postal product sales and customer service responsibilities.
- Financed 70% of tuition costs with earnings.

## VOLUNTEER WORK

1997–Present

- Youth advisory member through church affiliation. Plan, implement, and oversee entertaining weekend and after school activities with a spiritual focus for ages children 4-15.
- Since 2001, have taken on responsibility of bookkeeper for Summer Bible Camp attended by 180 children.

## PROFESSIONAL SOFTWARE

Well-versed in MS Word, Excel, Access, and Turbo Tax.

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**INGRID VESTER**

55 59<sup>th</sup> Street, Flatland, Texas 55555  
P. O. Box 555, Green River, Texas 55555

*finance@needinternship.com*

**(800) 555-0000**  
**(543) 866-9900**

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**EDUCATION**

SUPERIOR UNIVERSITY, Lubbock, Texas 9/16 – Present  
*Bachelor of Business Administration in Finance expected* 5/20  
*Master of Science in Family Financial Planning expected* 12/20  
**GPA 3.0**                      **Dean's List Spring 2016**                      **The American Scholars National Honor Society**

**INTERNSHIP EXPERIENCE**

*Intern*, THE PROVIDER/MONEYCO, Broxton, Pennsylvania 5/18 – 8/18  
Gained insight to the financial industry as sit-in phone team observer. Attended in-service training classes for wholesale and investment representatives. Prepared documents needed to implement plans selected by clients.  
Expanded product knowledge, especially on variable annuities.

- Increased confidence as presenter delivering two speeches.
- Gained functional overview of daily operations of insurance / investment firm.
- Sold company on idea of an intern in spite of poor global market.

*Intern*, HUDD, SACCO & CO., Bradford City, New Jersey 5/17 – 8/17  
Gained exposure to the mutual fund industry as a whole. Sat in on mutual fund managers' training program and observed sales / marketing calls. Prepared forms and agreements to complete sales. Increased product knowledge.  
Reduced office burdens by managing front desk.

- Earned internship from outstanding interview.
- Delivered perfect attendance.

**WORK EXPERIENCE**

*Office Assistant*, DAVID WELLS, INC., Green River, Texas 5/16 – 8/16  
Prepared proposals to sell services that addressed client needs. Gained overall perspective of the day-to-day operations of a financial office. Greeted customers, routed telephone calls, and performed clerical duties.

*Landscape Assistant*, GREEN RIVER PARKS & RECREATION, Green River, Texas 5/15 – 8/15

**HONORS/ACTIVITIES**

- Member, The Marketing Association 2019
- Member, The Finance Association 2019
- Member, Student Government Association 2016 – 2019
  - ~ Elected as College of Business Senator 2016 – 2017 and 2017 – 2018 (Re-elected)
  - ~ Served on Budget and Finance Committee, 2016 – 2017 and 2017 – 2018 (Re-elected)
  - ~ Elected to Student Government Communication Committee, 2016 – 2017
  - ~ Elected to Student Government Medical Service Fee Advisory Board, 2016 – 2017
- Elected Member, Student SU College of Business Leadership Council (Re-elected) 2018 – 2019
- Elected Member, Greek Council for Christ 2017 – 2018
- Member, Kappa Sigma Fraternity 2016 – Present
  - ~ Chaplain 2016 – Present

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## EDUCATION

### *Bachelor of Science in Economics*

May 2015

Minor: Computer Science

Edinboro University of Pennsylvania, Edinboro, PA

GPA: 3.8/4.0

Internship: Ernst &amp; Young, New York, NY

Spring 2015

- Facilitated processes to completion by following up on requests from Quality & Risk Management (Q&RM) Consultants assisted client teams
- Operated within firm and regulators' independence rules and policies.
- Performed initial review of submissions from client teams and evaluated completeness, accuracy and appropriateness of proposed transaction/requests.
- Assisted client teams with obtaining background materials required to initiate Business Relationship Evaluation Tracking (BRET), Public Company Independence Process (PCIP) or other Q&RM processes
- Acted as a liaison between the client teams, other members of the Q&RM team, and various functional areas within the firm (i.e. Center for Business Knowledge, Finance, Strategic Sourcing)

### *Associate of Science in Computer Information Systems*

Community College of Allegheny County, Pittsburgh, PA, May 2011

#### **Relevant Courses:**

*Economics:* Money and Banking, The Financial System, Wages and the Labor Market, and Econometrics

*Accounting:* Financial Reporting I & II

*Computer Science:* Database Management Systems, Introduction to Programming: Java, Web Development, and Office Productivity Applications

Attended seminars at the Wharton School, University of Pennsylvania, Philadelphia, PA and Columbia University, New York, NY.

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## WORK EXPERIENCE

### *Sales Representative*, May 2015 - Current

Fancy Food Stores, Incorporated, Melrose Park, IL

- Sell to wholesalers and chain stores in the Midwest. Opened many new accounts that previous sales representatives could not open.

### *Clerk*, August 2013 - May 2015

CVS Pharmacy, Edinboro, PA

- Provided excellent customer service to everyone who came to the store. Gave correct change and maintained a balanced cash drawer.

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## PROFESSIONAL MEMBERSHIPS

American Marketing Association  
 Bigtown Chapter of American Red Cross  
 Alpha Kappa Psi Fraternity  
 Professional Accounting Society of America  
 American Management Association  
 World Economics Association  
 Upsilon Pi Epsilon Honor Society  
 Department Award: Outstanding Senior

## Resume Examples

# EDUCATION

|  |   |    |
|--|---|----|
| Early Career Elementary Education      | → | 13 |
| Advanced Elementary Education          | → | 14 |
| Entry Level Art Education              | → | 15 |
| Entry Level Early Childhood Education  | → | 16 |
| Early Career Early Childhood Education | → | 17 |

## Tamera Teacher

19 Learning Street ♦ Utica, NY 99999 ♦ (555) 555-2263 ♦ xxxxx@xxx.edu

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### An enthusiastic, dedicated teacher with certification to teach Pre-K through Grade 6

#### SUMMARY OF QUALIFICATIONS

- Experienced in teaching Preschool through Grade 6 in various positions and educational institutions.
- Skilled in creating and presenting effective lesson plans and related materials that interest children to learn.
- Able to motivate children with different levels of skills and abilities to learn on individual and group basis.
- Team player with strong interpersonal skills, having worked with diversity of students, professionals, and staff.
- Proficient in conducting standardized tests, writing profiles, and parent-teacher conferences.

#### EDUCATION & CERTIFICATION

Russell Sage College, Troy, NY 2002

**Bachelor of Science, Elementary Education, *minor* in Psychology, 3.105 G.P.A.**

*Senior Thesis:* Living with Asperger's Syndrome

*Honors:* Transfer Excellence Award Scholarship

New York State Provisional Certification, Pre-K-6 (Certificate # 065642676)

#### PROFESSIONAL EXPERIENCE

**North Colonie Central School District, Southgate Elementary School, Latham, NY** 2003 – Present

*Support Teacher*

- Provide teaching support in classroom, motivating students, and meeting educational goals in grades K-6.
- Reinforce lesson plans by working with small groups of students as well as special needs students.
- Teach lesson plans independently to classes with 20 to 25 students on variety of subjects.
- Fill in as substitute teacher throughout school district's 5 elementary schools as needed.
- Conduct testing and monitor students' progress, according to course curriculum and lesson outline.

#### SELECTED TEACHING PRACTICUM

**Turnpike Elementary, Lansingburgh, NY** 2002

- Designed and implemented daily curriculum for 4th Grade Class with 25 students.
- Led class independently in creating and delivering lesson plans and teaching materials.
- Evaluated individual student progress and conducted parent-teacher conferences.

**School 16, Troy, NY** 2002

- Developed and presented lesson plans and teaching materials for 1st Grade Class with 20 students.
- Served as substitute as needed and independently oversaw classroom full time for one week.
- Collaborated with full-time teacher in designing lesson plans and holding parent-teacher conferences.

**Carroll Hill Elementary, Troy, NY** 2001

- Presented one class per week for 1st Grade Class with 24 students.

**School 12, Troy, NY**

- Assisted teacher with daily curriculum and taught class as needed for 2nd and 4th Grade Class of 23 students.

**Boys & Girls Club, Troy, NY** 2000

- Coordinated intensive hands-on and one-on-one instruction to 15 special education preschool students.

#### RELATED EXPERIENCE

**Self-Employed Home Day Care, LaGrange, GA** 1984 – 1994

*Childcare Provider*

- Managed day care center, providing care and age-appropriate activities for Pre-K through Grade 6 Children.

#### VOLUNTEER WORK

**YWCA, Troy, NY:** worked with women and children, raised funds and food, and organized community dinner.

**St. Peter's Church, Lagrange, GA:** provided childcare services during Sunday services.

#### AWARDS

**Certificate of Merit for Designing Discovery Box, The Retired and Senior Volunteer Program** 2002

# Angel Advanced

222 SW Deviline Court • Beaverton, Oregon 77777

Email: angeladvanced@example.com

333-333-3333

## Professional Profile

Highly motivated, versatile, and resourceful **professional** with a **Bachelor of Science** degree in **Psychology** and currently in a **Masters** program specializing in **Marriage & Family Counseling**. Over five years' experience with children ages 2-6 in a disciplined, learning atmosphere combined with performing human resource duties, training, and counseling for teachers, coworkers, and parents. Strong support experience in an office atmosphere with expertise in research and writing. Eager to excel, learn quickly, personable, and appreciated among peers.

### Expertise Includes:

- Highly effective writing skills.
- Strong research and reporting abilities.
- Experienced in budgeting, financial planning, fund-raising, and donation solicitation.
- Naturally intuitive to children's needs with strong insight to unspoken needs.
- Strengths in listening, evaluation, and counseling.
- Effective database management and marketing.
- Development of programs/projects with effective implementation.
- Strong presentation skills, both written and verbal.
- Proven negotiation abilities.
- Proficient in assuring compliance with city, county, state, and federal governing agencies.
- Able to accept responsibility and delegate where needed.
- Well-developed organizational skills.
- Personable and work well with all types of personalities.
- Loyal, driven, honest, and committed to a job well done.

## Professional Experience

**Associate Director** • Educational Services • Portland, Oregon • 1998–2003

**Head Preschool Teacher** (*promoted*)

**Head Jr. Preschool Teacher** (*promoted*)

**Assistant Jr. Preschool Teacher** (*promoted*)

Rapid upward progression in job responsibility from initial assistant, performing work as needed, to assuming Associate Director responsibilities involving the entire school, i.e., curriculum, teaching, training, counseling, supervising, providing assessments, budget planning, negotiations, parent involvement, marketing, and fund raising.

**Receptionist/Office Assistant** • In Basket Business Services, Portland, Oregon • 1993–1998

Receptionist for 10 companies along with answering multi-phone lines. Data entry, including invoicing, posting payables and receivables, and verification of statements. Variety of office duties.

**Marketing Coordinator** • Automated Machine Tool, Portland, Oregon • 1996–1997

Telemarketing for strong sales leads. Relief receptionist. Maintained database, literature files, and price books. Letter composition.

## Certifications

**Certified** • Parenting Classes through the philosophies of Jane Nelsen, Ed.D., M.F.C.C.

## Education

Ongoing studies to qualify for **Doctorate Degree in Child Psychology** - *emphasis in Play Therapy*

**Master's Degree - Marriage & Family Counseling** • George Fox University • Portland, Oregon Campus

*Degree expected 2004*

**Bachelor of Science • Psychology** • Portland State University, Portland, Oregon • 2001



# Art B. Teacher

ArtBTeacher@gmail.com

(412) 222-3333

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## EDUCATION:

### **Bachelor of Science in Art Education**

Edinboro University of Pennsylvania, Edinboro, PA

December 2014

- GPA: 3.8/4.0
- Dean's list eight of eight semesters
- Graduated with Latin honors – *Summa Cum Laude*

## RELATED EXPERIENCE:

### **Student Teacher**

Grandview Elementary School, Erie, PA

October 2014 – December 2014

- Taught students in grades one through six.
- Worked to provide activities indicated in Individualized Education Plans (IEPs) for two students.
- Organized and created interactive learning centers and bulletin boards.
- Participated in parent-teacher conferences and Parent-Teacher Organization functions.

### **Student Teacher**

Maplewood Junior/Senior High School, Townville, PA

August 2014 – October 2014

- Planned lessons and taught students in grades seven through twelve.
- Designed and maintained progress charts.
- Interacted with parents and support personnel on a regular basis.
- Attended child study team meetings for learning disabled students.

### **Student Counselor**

Camp Smiley, Happytown, PA

Summers 2013 & 2014

- Served as camp counselor for thirty children ages six through twelve.
- Developing and carried out age-appropriate learning and recreational activities for campers.
- Participated in team meetings to discuss programming and individual student progress.

### **Volunteer**

Erie Art Museum, Erie, PA

Summer 2012

- Created and implemented programming for children aged 5 to 17.
- Helped kids explore and create art.

## OTHER EXPERIENCE:

### **Sales Associate**

Michaels, Erie, PA

August 2009 – August 2014

- Performed all cash register operations and related customer service duties.
- Monitored activities in the front of the store and secured assets including cash, checks, media, and merchandise.
- Promoted key marketing initiatives such as: bounce back coupons, email collection, and brochure handouts.

## CLUBS AND ORGANIZATIONS:

### **Student Art League**

Treasurer, 2013-2014

Member, 2012-2013

### **Art Education Club**

President, 2014

# Tamara B. Teacher

(412) 555-4321 | [tteacher@gmail.com](mailto:tteacher@gmail.com)

## EDUCATION

- Bachelor of Science in Early Childhood Education** May 2014  
 Edinboro University of Pennsylvania, Edinboro, PA
- Dean's List seven of eight semesters
  - Graduated with Latin Honors - *Summa Cum Laude*
  - GPA: 3.85/4.0
- Associate of Arts and Sciences** May 2008  
 Peirce College, Tacoma, WA

## RELATED EXPERIENCE

- Teacher's Aide** *June 2014 to Present*  
 Apples of Gold, Cambridge Springs, PA
- Plan and teach a structured, experiential pre-school program promoting readiness activities, appropriate social interaction, and the development of positive self-esteem.
  - Interact daily with parents to provide feedback on each child's progress and welfare.

- Student Teacher** *March 2014 to May 2014*  
 Grandview Elementary School, Erie, PA
- Taught first grade students.
  - Used children's literature to teach and reinforce reading, writing, grammar, and phonetics.
  - Coordinated and taught math lessons and activities.
  - Collaborated with teacher in planning, preparing, and organizing thematic units.
  - Worked to provide activities indicated in Individualized Education Plans (IEPs) for two students.
  - Organized and created interactive learning centers and bulletin boards.

- Student Teacher** *January 2014 to March 2014*  
 Emerson-Gridley Elementary School, Erie, PA
- Planned lessons and taught third grade students.
  - Designed and maintained progress charts.
  - Interacted with parents and support personnel on a regular basis.
  - Attended child study team meetings for learning disabled students.

- Assistant Director** *May 2008 to August 2010*  
 Kinder-Care Learning Center, Lacey, WA
- Oversaw day-to-day operation of childcare center with 65 children.
  - Ensured all local, state, and federal rules and regulations were adhered to.

## OTHER WORK EXPERIENCE

- Swing Shift Manager** August 2010 – January 2014  
 Taco Bell Restaurant, Edinboro, PA
- Managed 10-12 employees of diverse backgrounds.
  - Earned the Employee of the Month award on three different occasions.
  - Promoted from counter person to management position within six months.

## CLUBS AND ORGANIZATIONS

- National Council for Exceptional Children** *Member* 2015
- Kappa Delta Pi International Honor Society in Education** *Member* 2013-2014
- Future Early Childhood Educators of Edinboro University** *Member* 2012-2014
- Girl Scouts of America** *Leader* 2008-2014

# ***Melody J. Courtney***

87211 Jennywood Lane • Sherwood, Oregon 97140

555-555-5555 cell

home 777-777-7777

## ***Elementary Education Teacher*** *Pre-Kindergarten–5<sup>th</sup> Grade*

Motivating students to explore the world around them, carefully guiding them through necessary and diverse situations to formulate questions and develop strategies with which to answer those questions offering freedom in thought processes and learning.

### ***Professional Profile***

Success-driven, recent graduate, and ambitious ***Elementary Education Teacher*** with expertise in developing an intuitive connection with the student, tuning in to their specific learning needs, and providing clear, concise, and complete hands-on exercises. Experienced in developing and implementing an appropriate curriculum and planning highly effective lesson plans. Able to immediately grab students' attention, provide a strong presence, and command mutual respect. Possess outstanding communication skills with students, staff, and parents. Highly adaptable, multi-disciplined, organized, competent, and loyal. Strong team player with effectiveness in promoting school policies and practices. Additional expertise includes ***Health and Psychology*** with emphasis in ***Sports Coaching***.

### ***Education***

**Bachelor of Science • Early Childhood / Elementary Education • 2003**

Western Oregon University • Monmouth, Oregon

• Honor Role student with emphasis in ***Health and Psychology***

**Early Childhood Education • Oregon State University • 1998– 2000**

### ***History of Employment***

**Kindergarten Teacher • Columbus Elementary • McMinnville, Oregon • 2003**

**Student Teacher • Fourth Grade • Columbus Elementary • McMinnville, Oregon • 2002–2003**

**Caregiver • High Lookee Lodge Assisted Living Facility • 2002**

Tenant care including administering medications. Provided cleaning, food service, and ground work for facility.

**Membership Services Supervisor • Salem Boys and Girls Club, Swegle Branch • 2001–2002**

Oversaw orientation of new members. Verified arrival and departure of 200 members daily. Supervised equipment check-outs and returns. Informed parents and members of upcoming events.

**Concierge & Marketing / Sales • Eagle Crest Resorts • 2000–2001**

Arranged hundreds of guest reservations daily. Advised businesses and traditional guests of local features to visit. Notified visitors of a variety of sales options being offered. Corresponded with guests, aiding in their vacation preparations.

### ***Volunteer Activities***

• Neighborhood Watch Co-Chairman • Preschool teacher's aide (*Fall 2001*) • Bible school teacher (*Summer 2000*)

## Resume Examples

# GOVERNMENT AND PUBLIC SERVICE

|                               |   |    |
|-------------------------------|---|----|
| Entry-level Political Science | → | 19 |
| Entry-level Politics          | → | 20 |
| Law School Application        | → | 21 |
| Criminal Justice Internship   | → | 22 |
| Advanced Criminal Justice     | → | 23 |

# Poly T. Icicle

## Current Address:

123 Oak Street  
Farmington, NY 99999

Cellular: (555) 555-5555  
Email: mquinn22@yahoo.com

## Permanent Address:

22 Main Street  
Saratoga, NY 99999

- ◆ Research ◆ Analysis ◆ Organize and interpret data ◆ Oral and written communication
- ◆ Problem-solving ◆ Computer skills (MS Office, Internet, Front Page, C++, HTML, Adobe Photoshop)
- ◆ Works well individually and in teams ◆ Excellent time-management abilities

## Education

**B.A., Political Science and Philosophy**, New York University, NY — anticipated 2004

- **Multidisciplinary Political Science Major**, concentration in International and Global Affairs; minor in International Studies with a **3.3 GPA; Dean's List**, 2003.
- Courses include: World Politics, Comparative Politics, Political Philosophy, Dynamics of International Conflict, Diplomacy in a Changing World, Democratization and Globalization, Global Democratic Revolution, Human Rights since 1945, International Economy – Global Issues.

*College Papers*: “The Balkans — Europe’s Greatest Tragedy”; “How to Democratize Iraq —The Aftermath of Operation Iraqi Freedom”.

*Presentations*: “What the Rest of the World Thinks of America”; “Europe and America”.

## Experience

### Conference Coordinator (Internship)

INSTITUTE FOR WORLWIDE RELATIONS, White Plains, NY 2000–2004

A non-profit organization with offices in London, New York, and Rome. Dedicated to increasing communication between cultures, promoting understanding, and facilitating dialogue on a political level.

- Organized and coordinated two 50-person conferences on “European-American Relations in the 20<sup>th</sup> Century and Beyond” and “Young Leaders of Tomorrow”:
- Worked closely with the directors on conference topics.
- Managed and planned all conference logistics.
- Corresponded accurately and clearly with participants and internal management.
- Solved problems and issues as they arose, ensuring a gratifying experience for all.

### Intern

LITERACY, New York, NY 2001–2002

A non-profit organization focused on literacy in the New York City Metropolitan area.

- Drafted and edited the charter application for the LITERACY New York Charter School, resulting in its approval by the NY State Board of Regents in March 2001.
- Researched city and state laws.
- Communicated orally and in writing with city and state officials, highlighted concerns between various agencies and the school, and problem-solved issues.
- Simplified, reorganized, and maintained computer network.

# Sarah T. Freeman

999 Marigold Dr., Crystal, Texas 75000 (000) 999-9999  
sfreeman59@example.com

## EDUCATION

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**SAINT GREGORY'S COLLEGE OF CALIFORNIA, Crest Ridge, CA** 2014 – 2018  
*Bachelor of Arts in Politics*  
*Cum Laude, GPA: 3.5/4.0*

### Relevant Projects:

- Thesis: The War on Drugs: A Battle that is Destroying America-Putting a Stop to Mandatory Minimums.
- Group Project: Comparison between U.S. and Canadian health care systems.
- Group Project: The death penalty in the U.S. – Do I agree.

## EXPERIENCE

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**Intern** U.S. CAPITOL Washington, DC 2019 – 2020

Attended American University and assisted a California senator performing research for the Senate Minority Committee on technology, terrorism, and government information. Coordinated the Senator's schedule via computer data entry. Assisted pressroom employees and regularly interfaced with constituents in person and by phone.

- Gained insight into government processes at a federal level.
- Learned to use the congressional Research Center.
- Gained overview of how constituents directly affect the law-making process.
- One of only two chosen from US for prestigious internship.

**English Teacher** ENGLISH FRIENDS ACADEMY South Korea 2018 – 2019

Taught all levels of English to kindergarten through middle school classes ranging from five to ten children. Taught kindergarten computer basics.

- Motivated children to improve English skills.
- Successfully interfaced with parents and peers.

### Other Employment:

Seasonal and temporary jobs as childcare provider, secretary, and salesclerk. 2010 – 2014

## COLLEGIATE ACTIVITIES

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- Member, Portuguese Club 2014 – 2015
- Volunteer, Dorothy Day House (Feeding Homeless) 2015
- Volunteer, American Red Cross (Helping Flood Victims) 2014
- Volunteer, March of Dimes Walk America (Fighting Birth Defects) 2014 – 2015

# LAW SCHOOL CANDIDATE

[email@email.com](mailto:email@email.com)

Street Address | City, ST zip

XXX-XXX-XXXX

## EDUCATION

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UNIVERSITY OF STATE, City, ST  
**BA in Sociology, minor in Business**, expected completion April 2012

## RESEARCH & TEACHING

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PROGRESS IN ACTION PROGRAM, City, ST 2009-Present  
**Teaching Assistant** (Fall 2010 - Present)

- Provided instruction, grading, and mentoring for course preparing university students to volunteer with a program designed to reduce recidivism among over 200 juvenile delinquents.
- Aided professor in grading assignments and tests to determine students' final grades.

**Research Assistant** (Winter 2009)

- Provided research and support for publication of article in peer-reviewed journal.
- Presented research and data at Pacific Sociological Association (PSA) Conference in Oakland, California.
- Co-authored second paper on program results for upcoming PSA conference.

## PROFESSIONAL EXPERIENCE

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LAW FIRM, City, ST Summer 2010  
**File Clerk**

- Won unsolicited position as unpaid clerk and transitioned to paid position within a week based on assertiveness and performance.
- Researched cases, wrote findings summaries, and made presentations to attorneys for cases involving bankruptcy, real estate, litigation, and family law.
- Filed correspondence and other case documents and filled ad hoc assignments as a runner.
- Demonstrated professional demeanor, strong work ethic, and positive attitude.

LAW FIRM, City, ST Summer 2009  
**File Clerk**

- Convinced attorneys to hire me on a volunteer basis, then demonstrated my worth and was hired with pay one month later.
- Filed correspondence for cases in divorce, real estate, and criminal matters.
- Fielded client phone calls and provided client reception.

SEAFOOD RESTAURANT, City, ST Summer 2009  
**Waiter**

- Worked long hours serving diverse clientele; demonstrated dedication, reliability, and hard work.

## VOLUNTEER EXPERIENCE

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ROTARY CLUB, **Service Committee President** 2009-Present  

- Organized students to perform community service projects, including fundraising for African schools.

CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, **Proselytizing Missionary** 2006-2008  

- Devoted two years of full-time service to teaching Christian principles and providing service to diverse families and communities within the Salt Lake City, Utah, area.
- Tapped as personal assistant to the Mission President, the highest available leadership position.
- Trained and mentored new volunteers; coordinated and conducted mission-wide meetings and conferences.

**MARY HOWARD****Present Address**

999 E. Beaver Ave., #Z  
 State College, PA 99999  
 111-999-777  
 mjh@psu.edu

**Permanent Address**

999 Terrace Road St.  
 Marys, PA 99999  
 814-666-8888

- OBJECTIVE:** An internship to gain practical experience in one aspect of the field of law enforcement.
- EDUCATION:** Bachelor of Science in Criminology , May 2014  
 The Pennsylvania State University, University Park, PA
- Relevant course work:  
 Policing, Criminal Investigation, Juvenile Delinquency,  
 Crimes Code, Criminology, Sociology, Criminal Procedure  
 and Evidence, Criminal Law.
- EMPLOYMENT:**
- |                  |   |
|------------------|---|
| 9/06–present     | Department of University Safety, Student Auxiliary<br>University Park, PA 16802<br><i>Student Supervisor</i>  |
|                  | Supervise over 70 student officers who perform safety and security functions including traffic and crowd control as well as property security. Responsibilities include Museum of Art student security supervisor, payroll supervisor, and scheduling of details for the Student Auxiliary. |
| Summers<br>04–05 | St. Marys Borough<br>St. Marys, PA 15857<br><i>Lifeguard</i>  |
|                  | Responsible for the safety of patrons using the pool facilities and the surrounding area.   |
| 6/03–7/04        | McDonald’s Restaurant<br>St. Marys, PA 15857<br><i>Cashier</i>  |
- VOLUNTEER EXPERIENCE:**
- |              |   |
|--------------|---|
| 4/05–present | American Red Cross<br>St. Marys, PA 15857; State College, PA 16801<br>Multimedia/Standard First Aid Instructor, Swimming Instructor (WSI) |
| 2/05–present | American Heart Association<br>State College, PA 16801<br>CPR Instructor   |
| 10/02–7/03   | Special Olympics<br>St. Marys, PA 15857<br>Swimming Instructor  |



## CHRIS M. SELLERS

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*Street Address, City, State, Zip Code, Phone Number, Email Address*

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**EDUCATION**

**Bachelor of Arts**, Western Michigan University, Kalamazoo, MI

Major: Criminal Justice, Minor: Sociology, GPA: 3.25, Dean's List: Year-Year

Related Coursework: Criminal Law and Procedure, Sociology of Law Enforcement, Juvenile Delinquency, Correctional Process, Advanced Criminology, Organizational Communication and Sociology

**RELATED EXPERIENCE**

**Investigator, McGough & Associates**, Chicago, IL, Month Year - Month Year,

Operate the West Michigan office for a nationwide investigative firm. Conduct daily surveillance investigations and obtain videotape footage for worker's compensation cases. Perform background checks. Utilize creative mind to develop information relative to claimants. Communicate with clients, investigators, and sales representatives on day-to-day basis.

Prepare reports and bill sheets for each file.

**Intern, Lady Eyes**, Grand Rapids, MI, Month Year - Month Year

Learned state-of-the-art technology and investigative methods in three key areas: worker's compensation, background checks, and marital. Assisted in generating new clientele. Participated in tracking individuals under suspicion and used organizational skills to record activities.

**Intern, Office of Drug Treatment Court Programs**, Kalamazoo, MI, Month Year - Month Year

Monitored attendance and compliance with sanctions for Men's Drug Court. Observed effects of program requirements and witnessed benefits of rehabilitation as well as attitudes of non-successful participants. Interacted with Drug Court staff, lawyers, judges, and program participants. Verified and updated personal information into computer database (CCAMIS) and filed confidential items. Researched and compiled statistical data for annual reporting.

**ADDITIONAL EXPERIENCE**

**Information & Referral Specialist, WMU Career Center**, Kalamazoo, MI, Month Year - Month Year

Promoted from Career Resource Assistant. Enhanced relationships with students and faculty by becoming a key communication foundation in the department. Accountable for a wide range of campus information. Accommodated needs and provided supportive environment for employers and candidates participating in professional interviewing. Performed specialized functions such as statistics and reports.

**ACTIVITIES AND AWARDS**

- Michigan Council of Private Investigators
- Alpha Phi Sigma (National Criminal Justice Honor Society)
- Who's Who Among Students in American Universities & Colleges
- Zingerman's Customer Service Training: "The Art of Giving Great Service"

## Resume Examples

# HEALTH PROFESSIONS

|                                   |   |    |
|-----------------------------------|---|----|
| Entry-level Nursing               | → | 25 |
| Early Career Nursing              | → | 26 |
| Entry Biology/Pre-Med             | → | 27 |
| Entry Level Sports and Recreation | → | 28 |

# NATHAN B. NURSE

(814) 333-2222

[NatNurse@gmail.com](mailto:NatNurse@gmail.com)

123 Woodlawn Street - Erie, PA

[www.linkedin.com/me/nathannurse](http://www.linkedin.com/me/nathannurse)

## EDUCATION

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### Bachelor of Science in Nursing (BSN)

May 2015

#### Minor in Psychology

Edinboro University of Pennsylvania, Edinboro, PA

- Graduated *cum laude*, GPA: 3.5/4.0
- Dean's List seven of eight semesters
- Inducted into Sigma Theta Tau, the international nursing honor society
- American Nurses Association (student member)
- Student Nurses Organization of Edinboro (SNEO)

## CLINICAL EXPERIENCE

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### Community Nursing

January 2015 – May 2015

Veteran's Administration Hospital, Erie, PA

- Applied knowledge to a leadership role in health promotion and primary prevention for the individual and family within the community.
- Focused on supportive-educative nursing system, decision making, and acting as collaborator to meet universal and developmental self-care requisites.
- Used ICD 10 frequently while assisting with electronic medical records (EMR) input and billing.

### Medical-Surgical Nursing

October 2014 – December 2014

UPMC Hamot, Erie, PA

- Coordinated the care of three patients on medical-surgical unit.
- Performed technical and higher-level nursing skills focused on achieving independence.
- Performed physical assessments, administered medications, and assisted with insertion and removal of drains and catheters for patients in Intensive Care Unit.

### Rehabilitative Nursing

September 2014 – October 2014

Lake Erie Institute of Rehabilitation, Erie, PA

- Observed and assisted other interdisciplinary treatment team members in the complete care of head trauma patients.
- Prepared care plans with an emphasis on functioning towards independence.
- Assisted with respiratory treatments, tube feedings, and medications.
- Assisted with electronic health records (EHR) management using Meditech software.

### Maternity Nursing

March 2014 – May 2014

UPMC Hamot, Erie, PA

- Contributed to care of mothers and neonates on a Maternity Unit.
- Applied nursing knowledge and skills, assisted clients and families throughout the labor process, and provided relevant education to parents.

### Pediatric Nursing

January 2014 – March 2014

UPMC Hamot, Erie, PA

- Assisted with care of acute and chronic patients on a pediatric unit.
- Applied nursing skills and knowledge of child development in treatment of various health disorders.

### Mental Health Nursing

September 2013 – December 2013

UPMC Hamot, Erie, PA

- Participated in treatment of individuals and families on the Behavioral Health Unit.
- Applied nursing skills and knowledge and provided holistic care to clients.
- Learned methods to de-escalate tensions and restore calm.
- Followed individual behavior modification plans.

## WORK EXPERIENCE

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### Certified Barista

August 2010 to August 2013

Starbucks Coffee Company, Erie, PA

- Completed over 200 hours of customer service training, emphasizing listening and memorization skills, following complex directions and satisfying every customer.
- Handled and prepared pastries and other food items according to health and safety standards.
- Demonstrated attention to detail while cleaning the store (store awarded for cleanliness).
- Guided new employees during and after training period, as needed.
- Successfully promoted new and existing retail products, achieved star sales status for outstanding customer service and sales numbers.
- Accurately took customer orders and counted change (cashier duties).
- Performed opening and closing duties.

## VOLUNTEER EXPERIENCE

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### Volunteer

June 2014

Nursing Day Program, Edinboro University of Pennsylvania

- Assisted the University nursing instructors in a project involving area high schools.
- Taught high school seniors basic nursing skills including assessment and monitoring vital signs.

### Volunteer

Random Acts of Kindness in Edinboro (RAKE)

Fall semesters, 2013 - 2016

- Assisted the senior population of Edinboro with gardening and yard maintenance.
- Gathered food and fundraised for the local food bank.

**JULIE NURSINGTON**

1111 Jackson Avenue • San Diego, California 92109 • (444) 444-8149 • [jnursington0@example.com](mailto:jnursington0@example.com)

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**SUMMARY OF QUALIFICATIONS**

Dedicated individual offering a Bachelor of Science in Nursing with more than two years of experience as a patient care associate. Experienced in providing end-of-life and palliative care. Successful in developing relationships with patients and families. Able to communicate effectively with Hispanic patients. Diligent worker, compassionate, and organized.

- Selected as one of two students out of 15 applicants for graduate-level class in palliative care.
- Completed student nursing rotations in a variety of clinical settings:
  - ✓ Harbor View Medical Center (Labor and Delivery, Nursery, Postpartum)
  - ✓ Grossmont Hospital (Orthopedics, Oncology)
  - ✓ Mesa Vista Hospital (Geriatric, Adult, and Adolescent Mental Health)
  - ✓ Mercy Hospital (Pediatrics, Children's After Hours Clinic)
  - ✓ Alvarado Medical Center (Medical Intensive Care, Medical Unit)
  - ✓ Mission Bay Hospital (Oncology)
- Researched and wrote brochure on childhood diabetes for community food shelter.
- Delivered effective presentation on the importance of health care in jails and prisons in America.
- Served as student government representative for two years.

Proficient in PC environment, computer charting, Meditech, Word, and PowerPoint.

**EDUCATION/TRAINING**

**Bachelor of Science in Nursing, G.P.A. 3.8**  
University of California, San Diego, California

Expected May 2020

**Certifications:** Registered Nurse License (Expected June 2020), Basic Life Support (2019-Present)

**PROFESSIONAL EXPERIENCE**

**Patient Care Associate**, Cabrillo Hospital, San Diego, California 2018-Present

Provide care for three to five oncology and urology patients per day in cancer care center. Work under registered nurse supervision in IS-bed unit with low nurse-patient ratio. Monitor vital signs, assist with personal hygiene, insert Foley catheters, and draw blood.

- Designated charge patient care associate each shift; ensure all associates complete duties.
- Trained four patient care associates and certified nurse's aides.
- Educated in providing dressing changes and central line care for patients.
- Worked in telemetry unit for six months which increased working hours to full-time.
- Recognized in hospital newsletter, *Hospital Notes*, for providing excellent patient care.

**Psychiatry Clinic Receptionist**, University of California, San Diego, California 2016 -2018

Worked closely with psychiatrists, psychologists, and social workers in student health center. Learned about mental health. Organized patient charts and emergency transport care. Scheduled appointments.

- Gained experience using health care software program Meditech.
- Trained and supervised three receptionists.

# BENJAMIN BIOLOGY

814-555-5555 | bbio@outlook.com

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## EDUCATION

Bachelor of Science: Biology  
Edinboro University of Pennsylvania  
Summa cum Laude

Anticipated Graduation: 20XX

### Internship

Los Alamos National Laboratories, Los Alamos, NM

- Provided research support in cellular and molecular studies designed to investigate the health effects of energy production on animals and humans,
- Conducted a national survey to gather best practices information from other laboratories.
- Performed related protein assays.
- Assisted with the reorganization and revised protocol for the media unit.

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## RELATED COURSEWORK

Microbiology  
Genetics

Human Factor Analysis  
Cell & Molecular Biology  
Parasitology

Genomics  
Computers & Life Science

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## EXPERIENCE

Technician

01/20XX – 05/20XX

Microbac, Erie PA

- Assisted in routine labwork
- Was responsible for maintaining lab equipment

Lab Assistant,

09/20XX – 05/20XX

Edinboro University of Pennsylvania, Edinboro PA

- Assisted professors in the development of laboratory experiments and research
- Monitored and maintained laboratory equipment.
- Developed and maintained department website.

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## HONORS & AWARDS

Dr. Eric Wisner Honors Scholarship for Biology

Dr. Julie Wollman Scholarship

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## ACTIVITIES

Biology Club

20XX – 20XX

- President,

Beta Beta Beta

20XX – 20XX

- Member

Snowfest

20XX

- Co-Chair

## **Renee B. Recreation**

(412) 555-4321

ReneeRecreation@gmail.com

### **EDUCATION**

#### **Bachelor of Science in Physical Education Concentration in Sports and Recreation Administration**

May 20XX

Edinboro University of Pennsylvania, Edinboro, PA

- Department Award: Outstanding Senior

### **RELATED COURSEWORK**

Leadership in Recreation Management  
Outdoor Recreational Programming  
Legal Aspects of Sport/Recreation  
Facility Management and Operations

Writing for Public Relations  
Management of Sports and PE Programs  
Health/Fitness Promotion in the Workplace  
Health Emergencies

### **RELATED EXPERIENCE**

#### **Student Teaching**

Spring 2014

WILTON ELEMENTARY SCHOOL, Vineland, PA

- Taught yoga to K-4<sup>th</sup> grade students, integrating curriculum.
- Developed and organized Fitness Awareness Week for the entire school.
- Created Fitness Express, an interactive assembly that quizzed students on their health and fitness knowledge.
- Coordinated activities of students, teachers, and parent volunteers.

HARDING HIGH SCHOOL, Millville, PA

- Coached the girls' volleyball team and assisted coaching boys' varsity baseball.
- Increased awareness of consequences of drugs and drunk driving. Secured a guest speaker from The Center on Addiction and Substance Abuse (CASA) for juniors and seniors before prom season.

#### **Practicum**

Fall 2013

CREASTVIEW ELEMENARY SCHOOL, Westmont, PA

- Taught physical education and health to 4<sup>th</sup> and 5<sup>th</sup> grade students.
- Created a lesson plan that included activities focused on learning the different bones and muscles in the body.

CHESTER TOWNSHIP MIDDLE SCHOOL, Pittsgrove, PA

- Assisted the physical education teacher with 6<sup>th</sup> and 8<sup>th</sup> grade girls.
- Organized competitive sports and team building games.
- Introduced new exercises to increase flexibility and enhance warm-up activities.

#### **Intern**

Summer 2013

YMCA, Jefferson, PA

- Taught sports to children ages four to sixteen.
- Worked to provide a range of leisure and sport activities based on participant interest, skill, and facility's equipment.

- Issued equipment and submitted reports on equipment conditions.
- Assisted the director with research and writing a state grant proposal.
- Taught weekly yoga classes.

### RELATED EMPLOYMENT

#### Private Child Care

August 2009 to Present

Worked with different families in the local area:

- Managed children's behavior (for example: caring for own clothing and picking up toys and books).
- Identified signs of expressive or developmental problems in kids and brought them to parents' and guardians' attention.
- Supported children's social development, encouraged self-recognition.

### CERTIFICATIONS

Adult and Pediatric First Aid/CPR/AED

### CLUBS AND ORGANIZATIONS

|   |           |
|---|-----------|
| <b>Treasurer</b>  | 2012-2014 |
| <b>Member</b><br>Phi Epsilon Kappa National Honors Fraternity | 2011-2014 |
| <b>Member</b><br>Kappa Delta Pi Education Honor Society       | 2013-2014 |
| <b>President</b>  | 2013-2014 |
| <b>Member</b><br>Health and Physical Education Majors Club    | 2012-2014 |
| <b>Volunteer</b><br>Wilton Elementary Recreational Bowling    | 2012-2014 |



Resume Examples

# MEDIA, MARKETING, AND COMMUNICATIONS

|                            |   |    |
|----------------------------|---|----|
| Entry-level Communications | → | 32 |
| Mid-level Communications   | → | 33 |
| Entry-level Marketing      | → | 34 |
| Entry-level Marketing      | → | 35 |

# Candace C. Communicator

(814) 777-8888

CandyC@gmail.com

*Campus:*

456 Success Hall  
Edinboro, PA 16412

*Permanent:*

123 Chatty Street  
Erie, PA 12345

**Education:**

**Bachelor of Arts in Communication Studies**

**Minor in Spanish**

Anticipated graduation: May 2016

Edinboro University of Pennsylvania, Edinboro, PA

***Relevant Course Work***

Advanced Public Speaking

Communications Research

Organizational Communication

Communication Training &

Development

Customer Relations Communication

Leadership Communication

Event Planning

Intercultural Communication

Introduction to Web Development

**Related**

**Experience:**

**Assistant Editor/Reporter**

September 2015 to Present

*The Spectator*, Edinboro University of Pennsylvania, Edinboro, PA

- Conduct interviews and report on various campus social and educational activities.
- Develop weekly stories without missing a single deadline.

**Corporate Communications Intern**

January 2015 to May 2015

Heinz Company, Pittsburgh, PA

- Developed a departmental newsletter program, utilizing a common corporate format and theme to integrate with departmental news.
- Established the first web-based newsletter, allowing more efficient and cost-effective delivery of corporate news, with an annual saving of more than \$50,000 in printing and delivery costs.
- Created media packets for a variety of press conferences.
- Composed press releases.

**Activities:**

President, Public Relations Student Society of America, 2015

## Education

### Bachelor of Fine Arts, Communications

Hofstra University, Garden City, New York, 2003

### Associates of Science, Broadcasting

LaGuardia Community College, Long Island City, New York, 1994

## Experience

**Production Intern**, The Mandy Wilson Show, New York, New York 2/03 – Present

- Work with producers, Viewer Service, and Audience departments in areas of topic research, guest selection and relations, ticket distribution, bookings, audience management, and general office support.
- Provided technical assistance to Control Room engineers during editing sessions.

**Faculty Assistant**, Hofstra University, Garden City, New York 6/99 – 9/99

- Coordinated the computerized scheduling and technical set-up of audio and visual equipment
- Screened calls, processed equipment request forms, and maintained departmental logs and files

**Public Relations Assistant**, Larry Spinner, *Jazz Musician*, East Hampton, New York 1/02 – 3/02

- Actively promoted artist's music and engagements throughout college towns and medical communities
- Distributed media kits and other marketing materials, conducted telephone campaigns, and performed Internet research to track local venues

**Video Operator**, Music Television Communications, Huntington, New York 1/01 – 3/01

- Reported directly to the Video Production Supervisor with responsibility for managing broadcast reception operations for nine network channels spanning the East and West Coasts
- Coordinated program back-up procedures, transmitted tones, monitored intervals, keyed program titles and graphics, and maintained log reports

**Production Intern**, The David Browne Show, New York, New York 9/00 – 12/00

- Researched, generated, and pre-approved show topic ideas reflecting viewer interests
- Conducted pre-show interviews by telephone as part of the studio's guest selection process
- Provided office support in areas of correspondence, filing, mail processing, and faxing

**Production Intern**, Media Communications, Hauppauge, New York 6/00 – 9/00

- Assisted in all phases of production processes demonstrating a proficiency in camera and lighting techniques, and an ability to work in accordance to floor plans and edit sheets

## Computer Skills

**Hardware/Software:** Windows 95/MacIntosh; MS Word/Excel; Quark Express; Louth Systems

**Arts:** Camera and lighting techniques; analogue film and video editing

## Professional Affiliations

American Women in Television

## GREG SAMPSON

214-768-6658 • greg.sampson@gmail.com • Denton, TX • Willing to relocate/travel worldwide

### RELEVANT EXPERIENCE

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#### BRAND MARKETING INTERNSHIP

June 2019-December 2019

EXECUTIVE INITIATIVES, LLC—Denton, TX

Secured internship as 1 of only 3 students selected from more than 1,000 candidates for a double internship (Summer and Fall 2019). Teamed with VP of Marketing to improve 4 product lines for clients.

- Researched and developed a cost-efficient solution for a product floundering in a niche market.
- Rebranded a product line to match current marketing trends.
- Analyzed global marketing strategy and redefined advertising goals for a global product line.

#### MARKETING INTERNSHIP - ONLINE MARKETING CAMPAIGN

May 2018-December 2018

TECHBIZ SOLUTIONS, LLC—Denton, TX

Obtained an internship that was expanded through Fall 2018 due to outstanding performance. Created several online viral marketing campaigns consisting of pay per click (PPC) and search engine optimization (SEO) strategies for a large online retailer, **resulting in a total revenue increase of \$25K+ for the client.**

### EDUCATION

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#### BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (GPA: 4.0/4.0)

December 2019

THE UNIVERSITY OF NORTH TEXAS (UNT), Denton, TX

##### *COURSEWORK HIGHLIGHTS:*

Global Marketing Issues | Strategic Brand Management | Advertising Management | Buyer Behavior  
New Product Development | Internet Marketing Concepts & Strategy

##### *ACADEMIC PROJECTS HIGHLIGHTS:*

- **BUYER BEHAVIOR:** Analyzed and created advertising strategy for 6 market segments of the Coca-Cola brand.
- **INTERNET MARKETING:** Developed a short-term and long-term online marketing strategy for 3 AXE products.
- **STRATEGIC BRANDING:** Rebranded Pepsi products and created advertising for the millennial generation.

##### *ORGANIZATIONS & LEADERSHIP POSITIONS:*

- **STUDENTS' MARKETING ORGANIZATION OF AMERICA:** President (2 years), Member (4 years)
- **TEXAS MARKETING CLUB:** Treasurer (1 year), Member (3 years)
- **BUSINESS LEADERS OF UNT:** Member (4 years)

## Olivia M. Arkets

34 Beacon Hill Lane · Centerport, NY 10090 • 631-555-5555 • omarkets@example.net

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### EDUCATION, AWARDS & DISTINCTIONS

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**Bachelor of Business Administration, Marketing, 2004. NEW YORK UNIVERSITY, New York, NY**

Major GPA 3.8, Overall GPA 3.6, Recipient of two academic scholarships.

**One of two graduating students to receive departmental honors from the Marketing Department's faculty.**

American Marketing Association Honor Society, American Advertising Federation Honor Society.

**Associate of Science, Business Administration, 2002. Nassau Community College, Garden City, NY**

Overall GPA 3.8, National Dean's List, Glenn A. Sparrow Award for Community Service.

### COLLEGE LEADERSHIP, ACTIVITIES & PROJECTS

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**Vice President, New York University's Advertising Club, 2003-2004**

Contributed to doubling the club's membership by enhancing outreach efforts to all students. Created and disseminated flyers, updated database of prior members for e-mail campaign, and announced meetings whenever possible to encourage participation. Coordinated and assisted with the organization of high quality speaker programs.

**Participant & Presenter, National Student Advertising Competition, 2003**

Working on both the creative and media sub-teams, planned media buys and wrote advertising copy including the slogan and tag line for a soft drink campaign that formed the basis of this college competition. Honored with a leading role in the project, made presentation to a panel of five judges as well as a large regional audience from 20 colleges.

**Participant, Chancellor Awards Committee, 2001-2002**

Served as a student representative helping run a survey to determine the recipients for Excellence in Teaching and Distinguished Professor Awards at Nassau Community College. Compiled survey responses from students and created six summary reports. Presented findings at a board meeting of ten college deans.

**Marketing Projects: Consumer Behavior, Retail Management & Business Policy Courses, 2002-2004**

Analyzed marketing strategies for real and fictional companies. Conducted PowerPoint presentations and wrote several 20-30 page reports on business strategies for marketing, customer service, public relations, and advertising. Authored company mission statements, press releases, and ad copy.

### GENERAL BUSINESS EXPERIENCE

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Marketing Assistant, 1-800-FLOWERS, Westbury, NY

Summer 2003

- Utilizing Excel Spreadsheets, tracked sales statistics from Internet and retail purchasing.
- Coordinated the production and shipping of seasonal merchandise displays.
- Wrote captions and handled other copyediting for the company's website.

Administrative Assistant, SBR CORPORATION, Northport, NY

Summer 2002

- Complied, reviewed, and disseminated information relating to inventory management.
- Answered incoming calls from clients and vendors and handled inquires as appropriate.
- Drafted and typed correspondence for company president and other staff.

## Resume Examples

# SOCIAL AND HUMAN SERVICES

|                                    |   |    |
|------------------------------------|---|----|
| Early Career Psychology            | → | 37 |
| Psychology Grad School Application | → | 38 |
| Early Career Human Resources       | → | 40 |
| Entry Level Social Work            | → | 41 |



# Psychology Major

456 Main Street  
Anytown, PA 55555  
814-555-5555  
email@email.com

## EDUCATION

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Edinboro University of Pennsylvania

**Bachelor of Science: Psychology**, May 2018

- Minor: Sociology
- GPA: 3.50

## WORK HISTORY

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Hermitage House: August - December 2018

### Intern

- Assisted with group counseling sessions
- Used principles of behavioral modification in a therapeutic setting

**Macy's, Erie, PA: 2012 - 2018**

### Service Desk Affiliate

- Received "Employee of the Month" award for providing outstanding quality service to customers.
- Assisted in processing returns for customers and resolving customer concerns.

The Achievement Center, Inc., Erie, PA: May – August 2017

### Counselor, Summer Treatment Program

- Applied principles of behaviorism in a therapeutic setting for ages 13-17 in a structured summer program.

## CONFERENCE PRESENTATIONS

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National Conference on Undergraduate Research: March 2017

Annual Western Pennsylvania Undergraduate Psychology Conference: April 2016

Edinboro University Academic Festival: April 2016

## CAMPUS INVOLVEMENT

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Edinboro University Tennis Team

University Senate: Student Representative

- Building/Grounds Committee
- Academic Festival Committee
- Student Concerns Committee

Phi Sigma Pi National Honor Fraternity Upsilon Chapter

President

- Service Chair

Psi Chi International Honors Society for Psychology: Inductee

Psychology Club: President

**Random Acts of Kindness (R.A.K.E.) Service group**

## PROFESSIONAL MEMBERSHIPS

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**American Psychological Association, Student Member**

**Pennsylvania Psychological Association, Student Member**

# Scott Hamilton

555-555-5555 | XXXXX@gmail.com

## EDUCATION

Bachelor of Arts: Psychology

Graduation: May 2018

Minor: Chemistry

Edinboro University of Pennsylvania, Edinboro, PA

## UNDERGRADUATE RESEARCH

Senior Capstone Project

Behaviorism and Exercise Motivation, Edinboro University of Pennsylvania

- This case study examined the effect on the provision of a reward to increase exercise activity. This project was completed in April 2018.

Faculty Sponsored Undergraduate Research

Asexuality: From Pathology to Identity and Beyond, Edinboro University of Pennsylvania

- This article examined the shift from asexuality being identified initially as a pathological condition to one of a sexual orientation. Presented at National Conference on Undergraduate Research (NCUR) in 2017 at the University of Memphis.

## INTERNSHIP

Bethesda Lutheran Services, Meadville, PA

Aug. 2017 – Dec. 2017

- Guided clients through daily routines, unit responsibilities, educational requirements, and monitored behavior using behavioral techniques
- Assisted in the creation of treatment plans for male and female clients in the residential treatment facility
- Provided culturally aware and competent service

## RELEVANT COURSEWORK

Experimental Psychology

Abnormal Psychology

Social Psychology

Cognitive Psychology

Behavioral Neuroscience

Applied Psychology Lab

Advanced Research Seminar in Psychology History & Systems of Psychology

## AWARDS AND DISTINCTIONS

Psi Chi International Honors Society: Inductee

Edinboro University Dean's List: 5 Semesters

## CAMPUS INVOLVEMENT

Minus Grade Committee: Student Representative

- Served on the faculty committee that discussed and advised Edinboro University to implement minus grades into the standard grading system

Faculty University Senate: Student Representative

- Participated in the faculty Edinboro University Senate advising on academic policy for Edinboro University

Buildings/Grounds Committee: Student Representative

- Provided student perspective in access to campus buildings and building policy

Academic Festival Committee: Student Representative

- Assisted in the production and planning of the Academic Festival, a week long festival that showcased faculty, student, and community scholarly research

## CAMPUS SERVICE ACTIVITIES

Phi Sigma Pi National Honor Fraternity: Upsilon Chapter

- Chapter President Aug. 2017 – May 2018
  - Presided over Upsilon Chapter meetings and served as primary representative of Upsilon Chapter to the Phi Sigma Pi National Honor Fraternity
- Grand Chapter Delegate Jun. 2017
  - Attended Grand Chapter and voted on various pieces of legislation impacting the fraternity
- Risk Management Chair Aug. 2018 – May 2017
  - Implemented risk management policy to keep Upsilon Chapter in line with Edinboro University policies
- Service Chair Aug. 2016 – May 2017



- Planned five service activities both on campus and in the community as part of the service commitment of the fraternity

### **CONFERENCES ATTENDED**

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|  |           |
|--|-----------|
| Philadelphia Trans Health Conference         | Aug. 2017 |
| Eastern Psychological Association Conference | Mar. 2017 |

### **ON CAMPUS WORK EXPERIENCE**

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|   |                      |
|---|----------------------|
| Student Worker  | Aug. 2016 – May 2018 |
| Office of the President, Edinboro University of Pennsylvania  |                      |
| <ul style="list-style-type: none"> <li>• Attended and contributed to meetings related to University improvement</li> <li>• Conducted daily administrative operations such as assisting in communications, data management, and telephone, while providing primary program and administrative support for staff</li> </ul> |                      |

### **VOLUNTEER EXPERIENCE**

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|                               |                      |
|-------------------------------|----------------------|
| Erie Humane Society           | Aug. 2014 – May 2018 |
| Autism in Our Community Event | Oct. 2016, Oct. 2017 |

**Elliot T. Hart**

57 Arbutus Road · Dix Hills, NY 11746 • 631-555-5555 • elliohart@fake.com

**Seeking an Entry-Level Position in Human Resource Management***Experience includes:***Interviewing and Hiring / New Hire Orientations / Employee Scheduling****Training & Group Leadership****EXPERIENCE****Assistant Manager/Bartender, NICOLE'S PLACE-Syosset, NY**

2/18-Present

As the only assistant manager, reported directly to general manager in this high-volume restaurant establishment with 60 employees and service on 3 floors. Primary functions similar to a human resources manager.

- Reviewed applications, interviewed, and hired approximately 25 bar staff.
- Conducted new-hire orientations to include job training and review of company policies. On occasion, fired workers in breach of duties or in violation of company guidelines.
- Scheduled the work hours of ten employees.
- Proactively took on additional responsibilities such as resolving paycheck discrepancies, work schedule issues, employee conflicts, and customer complaints.
- Managed inventory of bar items and verified accuracy of deliveries against purchase orders.

**Bartender/Interim Bar Manager, HUNTINGTON COUNTRY CLUB-Huntington, NY**

5/15 -12/17

Established rapport, provided camaraderie, and served patrons in this private club catering to an upscale clientele. Assumed bar manager's responsibilities for one month during boss's absence. Oversaw service operations including staff scheduling and bar readiness.

- Trained 6 other bartenders in basic and advanced bartending techniques including use of the computer touch screen.
- Maximized customer satisfaction by providing courteous service.

**COLLEGE LEADERSHIP****President, Vice President, Philanthropy Chairman, Fund Raising Chairman & Recruitment Chairman**

THETA cm FRATERNITY (2016-2018)

- Raised membership 150% in two years.
- Led chapter meetings and events of 20-30 people according to Robert's Rules of Order.
- Headed a fundraising event for a homeless shelter that raised over \$3,000.

**COMPUTER SKILLS**

Proficient in Windows, Word, PowerPoint, Internet, and e-mail. Some Excel and Access.

**EDUCATION**

Bachelor of Arts, Communications, January 2019. Adelphi University, Garden City, NY

## Patience Helper

2020 Mockingbird Lane

Edinboro, PA 16412

(814) 777-8888

PatHelper@aol.com

### SUMMARY:

Capable of communicating effectively with diverse individuals.  
Possess excellent research and analytical skills.  
Able to effectively monitor progress and meet deadlines.  
Possess strong oral and written communication skills.  
Experience working with children and adolescents.  
Fluent in Spanish.

### EDUCATION:

#### Master of Social Work

Edinboro University of Pennsylvania, Edinboro, PA

Anticipated: August 2015

#### Bachelor of Science in Social Work

##### Minor: Criminal Justice

Edinboro University of Pennsylvania, Edinboro, PA

GPA: 3.53/4.0

December 2012

### RELATED

#### EXPERIENCE:

#### Internships

Department of Public Welfare, Meadville, PA

January 2015-Present

Carry a caseload of 20 clients. Interview clients and develop case histories. Advise and counsel clients with varying mental and physical abilities. Serve as liaison between department and varied community agencies.

Salvation Army, Butler, PA

September-December 2014

Developed, organized, and supervised a month-long day camp for children ages 9-14. Facilitated a group for female campers focusing on various social, emotional, and clinical disorders including bulimia and anorexia.

Active Aging, Inc., Meadville, PA

January-May 2014

Developed, advertised, and facilitated a poetry/socialization group for senior citizens. Conducted group sessions with family members.

Florence Crittenton Services, Erie, PA

September-December 2013

Provided individual counseling to pregnant teenage girls/mothers. Taught a parenting class.

### RELATED

#### EMPLOYMENT:

#### Unit Leader

Camp DOGOOD, Akron, OH

Summers 2013, 2014

Supervised four senior counselors and one junior counselor. Counseled 48 campers, ages 6-12. Organized unit games and activities and assisted with other camp programming. Communicated progress to parents.

**Academic Aide****January 2010 – May 2014**

Office for Students with Disabilities

Edinboro University of Pennsylvania, Edinboro, PA

Assisted students with physical disabilities in writing, reading, and research. Mentored learning-disabled students with studying, reading, organizing, and testing. Maintained reports.

**MEMBERSHIPS:**

National Association of Social Workers

Pennsylvania Association of Social Workers

**ACTIVITIES &  
SERVICE:**

Erie Community Blood Bank Volunteer

Edinboro University Social Work Club

Spectator Staff (campus newspaper)

Edinboro University Alumni Phonathon

Edinboro University Marching Band

## Resume Examples

# STEM

|                                    |   |    |
|------------------------------------|---|----|
| Entry-level Biology                | → | 44 |
| Entry-level Computer Science       | → | 45 |
| Mid-career Computer Science        | → | 46 |
| Early Career Environmental Science | → | 47 |

# BENJAMIN BIOLOGY

814-555-5555 | bbio@outlook.com

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## EDUCATION

Bachelor of Science: Biology  
Edinboro University of Pennsylvania  
Summa cum Laude

Anticipated Graduation: 20XX

### Internship

Los Alamos National Laboratories, Los Alamos, NM

- Provided research support in cellular and molecular studies designed to investigate the health effects of energy production on animals and humans,
- Conducted a national survey to gather best practices information from other laboratories.
- Performed related protein assays.
- Assisted with the reorganization and revised protocol for the media unit.

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## RELATED COURSEWORK

Microbiology  
Genetics

Human Factor  
Analysis  
Cell & Molecular  
Biology

Parasitology  
Genomics  
Computers & Life Science

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## EXPERIENCE

### Technician

01/20XX – 05/20XX

Microbac, Erie PA

- Assisted in routine labwork
- Was responsible for maintaining lab equipment

### Lab Assistant,

09/20XX – 05/20XX

Edinboro University of Pennsylvania, Edinboro PA

- Assisted professors in the development of laboratory experiments and research
- Monitored and maintained laboratory equipment.
- Developed and maintained department website.

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## HONORS & AWARDS

Dr. Eric Wisner Honors Scholarship for Biology

Dr. Julie Wollman Scholarship

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## ACTIVITIES

**President** Biology Club 20XX – 20XX

**Co-Chair** Snowfest 20XX

# Samual J. Compsci

231 Microchip Avenue, Edinboro, PA 16412 (814) 555-4321 Samual.J.Compsci@gmail.com

## EDUCATION

### **Bachelor of Science in Computer Science**

#### **Minor in Mathematics**

Edinboro University of Pennsylvania, Edinboro, PA, May 2015

GPA: 3.4/4.0

Major GPA: 3.8/4.0

#### **Internship**

- IBM, Redmond, WA, Spring 2015
  - Participated in kernel development of Linux on z systems.

#### **Related Coursework**

- Principles of Programming I & II
- Computer Architecture
- Object-Oriented Programming
- Data Structures & Algorithms
- Data Base Management
- Software Engineering
- Applied Statistics & Data Analysis
- PC Systems Operation & Administration
- Network Systems Administration
- Operating Systems
- Introduction to Actuarial Science

## TECHNOLOGY SUMMARY

**Programming/Languages:** C++; OpenGL, Visual Basic; PHP; MySQL; HTML, CSS

**Databases:** Oracle 12c, SQL Server, MS Access

**Design & IDE Tools:** UML, WSAD, Visual Café, VJ++, WebLogic

**Operating Systems:** Linux Operating Systems, Windows 10/Vista/Server 2008, Mac OS X

## RELATED EXPERIENCE

### **Computer User Support Specialist**

Best Buy-Geek Squad, Erie, PA, January 2015 to Present

- Answer user inquiries regarding computer software or hardware operation.
- Set up equipment performing proper installation of operating systems or appropriate software.
- Maintain records of daily transactions.

## EMPLOYMENT

### **Office Assistant**

H&R Block, Erie, PA, June 2014 to December 2014

- Provided excellent customer service in-person, online, and via phone.
- Answered phones and email inquiries, maintained files, and made appointments.

## HONORS

Dean's List eight out of eight semesters

Dr. Robert C. Weber Honor's Program

Outstanding Senior: Math and Computer Science Department

# DIANA PROGRAMMER

12 Wesley Street, Brentwood, New York 11111 • (999) 777-7711 • programmer@inet.net

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- Bachelor's degree in Computer Science with over two years of accomplished help desk support experience.
- Analytical, detail oriented with strong programming skills; work diligently on long, tedious assignments.
- Maintain excellent interpersonal communication, time management, and problem resolution skills.

**Languages:** C++ Turbo, Basic, Cobol, Visual Basic, Pascal, Assembler  
**Software:** Windows 98/2000, Microsoft Word, Excel, Access, and PowerPoint

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## RELEVANT EXPERIENCE

Sky-Force Technologies, Information Technology Department, Hauppauge, New York 9/03 – Present  
**Intern Computer Programmer / Help Desk Associate**

Leading provider of advanced aerospace systems, components, and support to aircraft manufacturers and operators worldwide. Products include quality fluid measurement and management systems, avionic displays, and flight inspection systems for commercial, commuter, and military aircraft.

### *Programming*

- Recognized department-wide as a “little genius” for early contributions in the beta programming of software modules for a complex scheduling program utilizing a Cobol-comparable programming language.
- Apply ghost procedures to delete all programs and data files on several lease-expired systems.
- Attend morning meetings to discuss projects and assignments, plan strategies, and suggest improvements.

### *Help Desk Support*

- Work closely with a help desk team, providing hands-on support to end users with hardware and software problems including WAN connectivity, upgrades, configurations, data recovery, and extensive printing issues.
- Document requests for help desk support and outcome resolutions to monitor and track recurring problems.
- Interface between technicians and employees to identify problems and formulate solutions.

## EDUCATION

State University of New York at Stony Brook, Stony Brook, New York  
**Bachelor of Science degree in Computer Science / Business Option, May 2004**  
 Full athletic scholarship - Sophomore and Freshman; Big West Academic All-Star Team, 2000, 2001

**Software Applications on the PC | Structured Programming | Microcomputer Assembler Language |  
 Systems Analysis | Distributive Systems | Management | Accounting | Economics | Marketing**

**Regents Diploma, 2000**  
 Babylon High School, Babylon, New York  
 Business Student of the Year | National Service Honor Society | Class Historian



## DENNIS HAUSBURG

1116 Sellers Road  
Hatfield, PA 19440  
(215) 368-4076  
hausburg@example.com

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### EDUCATION

**B.A., Environmental Studies**, Temple University, Philadelphia, PA (4/2003); earned 50% of college expenses while maintaining 3.4 GPA in major.

**Relevant Courses:** Communication for Environmental Professionals, Environmental Science Ethics and Public Policy, Geochemistry, Law and Environment, Physical Oceanography, Remote Sensing of the Earth, Risk Assessment.

**Course Highlights:**

- Analyzed results of Phase I water testing.
- Created maps showing expansion of downtown Pittsburgh between 1930 and 1995 using aerial photographs, GPS (Global Positioning System), and remote sensing.
- Prepared environmental press releases, in-house memos, and technical reports.

### EXPERIENCE

**MILL CREEK CITIZENS FOR CLEAN WATER**, Mill Creek, PA (5/2002-present)

**Vice President**

Serve as consultant to group established to resolve ground water contamination problem. Prior to formation of group, initiated investigation of pollutants in area following review of DEP (Department of Environmental Protection) press release. Researched effects of chemicals, interviewed homeowners, and found evidence of hazardous situation. Worked with affected residents to organize citizen's group; subsequently elected vice president. Recommended testing and proposed solutions at township meetings. Gained television and newspaper exposure of problem.

**HATFIELD PRINT WORKS**, Hatfield, PA (4/1997-present)

**Customer Service and Print Manager**

Assist owner and manage day-to-day operations in owner's absence; serve customers, perform routine and specialized printing work, and prepare invoices and bank deposits.

**TAVERN WEST**, Lansdale, PA (10/2002-8/2003)

**SPRING VALLEY COUNTRY CLUB**, Horsham, PA (5/1999-9/2002)

**Server and Bartender**

Helped managers open new restaurant and bar. Trained 10+ servers, provided front-line customer service, and suggested and implemented more efficient communication and organizational solutions. Translated for Spanish-speaking employees.

### SPECIAL SKILLS

**Computer:** Microsoft Office (Word, Excel, PowerPoint), Web Design (HTML), C++ Programming, Hardware Maintenance and Repair.

**Language:** Intermediate Spanish.

### VOLUNTEER WORK

**Federal Emergency Management Agency/Red Cross**, New York, NY (9/2001).

Sorted supplies and provided meals to firefighters and other workers following 9/11 terrorist attacks.