



VOCATIO CENTER

for LIFE CALLING *and* CAREER

YOUR GUIDE TO

PROFESSIONAL RÉSUMÉS

&

LETTER WRITING

Published by the Vocatio Center for Life Calling and Career at Union University

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TABLE OF CONTENTS

Contents

TABLE OF CONTENTS	2
RÉSUMÉ GUIDELINES	4
RÉSUMÉ CHECKLIST	5
RÉSUMÉ REFERENCE LIST	6
ELECTRONIC RÉSUMÉS	7
ASCII RÉSUMÉS	8
SCANNABLE RÉSUMÉS.....	9
DIGITAL PORTFOLIO	10
DIGITAL PORTFOLIO	11
POWER WORDS FOR RÉSUMÉS.....	12
COMMON RÉSUMÉ MISTAKES	13
COVER LETTERS.....	14
COVER LETTER FOR UNADVERTISED POSITIONS	16
GENERIC COVER LETTER TO ANY WANT AD.....	17
LETTERS OF RECOMMENDATION	18
TIPS FOR WRITING THANK-YOU NOTES	19
THANK YOU LETTER.....	20
RÉSUMÉ SAMPLES.....	21
ACCOUNTING.....	21
ART	27
ATHLETIC TRAINING.....	29
BIOLOGY.....	31
B.S.O.L	42
CHEMISTRY.....	58
COMPUTER SCIENCE	63
CHRISTIAN STUDIES.....	71
COMMUNICATION ARTS.....	74
COUNSELING.....	79
DIGITAL MEDIA STUDIES.....	82
ECONOMICS & FINANCE	88
ENGINEERING	93
ENGLISH	100

E.S.L	105
FAMILY STUDIES	107

TABLE OF CONTENTS

Contents

FRENCH	114
GRAPHIC DESIGN	119
HEALTH & PHYS. ED	122
HISTORY	128
HUMAN STUDIES.....	135
INTERCULTURAL STUDIES.....	142
JOURNALISM	147
LIBERAL STUDIES	151
M.B.A	157
MUSIC.....	163
NURSING.....	168
PHILOSOPHY	175
PHYSICS	180
POLITICAL SCIENCE	186
PSYCHOLOGY.....	191
PUBLIC RELATIONS.....	195
SOCIAL WORK	200
SOCIOLOGY.....	206
SPANISH.....	209
SPORTS MANAGEMENT	213
SPORTS MEDICINE	217
THEATER	222
UNDECIDED	226
FRESHMAN.....	228
CAREER TRANSITION	231

RÉSUMÉ GUIDELINES

FOCUS ON YOUR RÉSUMÉ ABCs AND 123s...

- **A = Accomplishments**—What activities show tangible results?
- **B = Benefits**—How will you satisfy the needs of your potential employer?
- **C = Capabilities**—What can you produce or deliver?

- **1** = A 1-page résumé is ideal.
- **2** = A 2-page résumé is necessary when your experience is comprehensive.
- **3** = A 3-point G.P.A. or higher should be listed.

- Your **résumé should differentiate you from the crowd** by selling the benefits you have to offer.

- Your **profile may be stated or bulleted** in your résumé as well as in your cover letter. An objective should be written in résumés for individuals in the medical field, social work or psychology, as well as education.

- Your résumé should look like a **published document**, on high quality neutral colored paper.

- Do not include your grade point average unless it is **3.0 or above**. If your GPA in your major is higher, list it.

- Ask a **career counselor** to critique your résumé and make the appropriate improvements.

- Always **send your résumé with a cover letter tailored to the particular job**. It should be sent to the specific person (name & title) in the company responsible for that work area. If possible, call ahead to find out to whom you should direct your letter. (This may be difficult if you are answering an ad in the newspaper or on the internet.)

- **Call within 7 working days** to make sure your résumé was received and to schedule an appointment to explore possible opportunities. (State that you will be doing this in your cover letter!)

RÉSUMÉ CHECKLIST

- Always tailor your Résumé to the job you are seeking!
- Never use a template. If you have, select the text. Go the table menu → Convert → Table to text.
- No more than 2 pages.
- Balance pages (1 full or 2 full) and be consistent with formatting throughout.

Name:

- Bold, 24 pt
- No blank white space at top
- Use same font as headings
- At least 10 pts larger than headings

Headings:

- 2-4 pts larger than body text (14-16 pt)
- Same font as Name

Body Text:

- Use a font with feet. (Garamond, Palatino, Times New Roman)
- 10-12 point

Objective/Profile:

- Profile: who you are
 - Power adjectives to describe you
- Objective: what you want to do
 - Seeking a....
- Example:
 - “Adaptable and approachable customer service professional who enjoys serving the public. A fast learner who listens well and communicates effectively. Seeking a challenging administrative or customer service position in a people focused environment. Patient, respectful, and productive.”

Education:

- Expected graduation date (Month and year)
- List GPA if 3.0 or above

Professional Experience/Employment:

- For dated items, list the most recent first.
Check for consistency in formatting work experience.
 - Possible format: Job title (*italics*), Company name (**bold**), City, State, Dates of Employment
- Don't list partial years of experience. If less than one year, leave off months. List year only.
- Indent bullet points with job duties 5 spaces.

Community Service

- Doesn't have to be dated.

Honors/Awards

- President's List (4.0 G.P.A. per 12 + hour semester)
- Dean's List (3.5 G.P.A. per 12 + hour semester)

Reference Page

- 4-6 references (List 4 for part-time and 6 for full-time positions.)
- Copy header from Résumé. Create a heading called “References.” Should match other Résumé headings in font and size.
- List name, job title, organization, phone, email for each reference
- Notify your references and ask permission to use them.
- Include a good selection of faculty members, co-workers, former supervisors, and character references on your list.

RÉSUMÉ REFERENCE LIST

References are generally given to the employer upon request. Include 4-6 professional (Faculty/Staff, Administrators/Employers/Co-workers) references on your reference page. Many times employers are unsuccessful in reaching your references on the first attempt, so they continue to proceed to the next name on the list until they reach someone. It's much better to have more references than not enough.

Make sure the reference page utilizes the same header format and information used on your résumé and cover letter. This, too, adds consistency to your application information.

THEODORE S. DEAN

1231 Industrial Road • Baldwyn, MS 38824 • (662) 365-7121 • theodoredean@aol.com

References

Dr. Robert Mellgrave

Executive Director @ The Horizon Center
Tennessee Board of Regents
615.709.9900

Dr. Camilla Stanley

Associate Professor of Education
Langley University
751.661.5382

Ms. Anita Taylor

Marketing Director
Davis and Chandler Advertising and Public Relations
901.661.5345

Ms. Lisa Baker

Administrative Assistant, Communications Dept.
Southwest Community College
731.661.5382

ELECTRONIC RÉSUMÉS

There are several types of electronic résumés. Résumés can be sent via email or online form as an ASCII résumé or as a scannable résumé. When you are submitting an electronic résumé, make sure to submit it *exactly* in the format specified in the job listing.

▶ **Formats**

- ▶ **Word Processed** – formatted document with software-specific tags; avoid elaborate text or lines if it's going to be scanned (OCR-optical character recognition) or faxed.
- ▶ **.TXT (ASCII)** – anyone can read it with any word processing software package; loss of word processed formatting; plain text only. This is where your writing truly sells you. **So write well!**
- ▶ **HTML** – permanent web page; anyone with access to the internet can visit your site; with plain HTML coding or an HTML editor like FrontPage or Netscape Composer you can create interesting formatting; use color, etc.
- ▶ **.PDF** (portable document format) – keeps your formatting in tact and prints out in your designed format; Adobe PageMaker will allow you to convert your résumé to .pdf and anyone with Adobe Acrobat Reader, which you can download for free, can read your résumé document and print it out with unaltered formatting.

▶ **Electronic Résumé Databases**

- ▶ Monster.com
- ▶ Jobtrak.com
- ▶ Collegegrad.com

▶ **Multimedia Résumé**

- ▶ Computer gurus, Web designers, Programmers, Digital Marketing Experts
- ▶ Most corporate executives do not have the time to click through a multimedia résumé, unless, of course, they are in need of technology-specific skills in which the résumé effectively markets those skills.

ASCII RÉSUMÉS

Many companies and recruiters ask job seekers to submit their résumés as ASCII text documents. ASCII is a clear, simple form of text that is readable by all platforms and programs. ASCII résumés have no formatting, including special characters, tabs, underlining, bolding, fonts, or alignment.

To create an ASCII résumé, all you need to do is type your résumé using your favorite word-processing application, and then save it as a text-only document (sometimes also called Rich Text Format or RTF). This should be an option under your "save" or "save as" command. You can also use a simple text program to compose your résumé.

Since your résumé will appear as ASCII text, it will not recognize special formatting commands specific to your word-processing program. Therefore, you must watch for these common mistakes:

- **Special Characters** - Special characters (such as "smart quotes" or mathematical symbols) do not get accurately transferred in the text save; avoid using special characters.
- **Tabs** - Do not use tabs; use your spacebar instead.
- **Alignment** - The default for ASCII is to make everything left justified (which is the preferred format for scanning résumés and online viewing), so if you want to indent a sentence or center a heading, use the spacebar.
- **Word Wrap** - Do not use the word wrap feature when composing your résumé; instead use hard carriage returns to insert line breaks.
- **Fonts** - Fonts will become whatever a computer uses as its default face and size, so boldface, italics, and various sizes will NOT appear in the ASCII version.
- **Spell Check** - Check your document before you save it as a text file.
- **Proofread** - Make sure to proofread your entire résumé after you paste it in the message field and before you hit the submit button.

SCANNABLE RÉSUMÉS

More companies are using computers to help them manage the volume of résumés for their job openings by scanning résumés for keywords that indicate skills, education, and knowledge areas the employer is seeking. Companies enter specific keywords they are looking for, and the computers scan the résumés in the database for matches. Therefore, it is important that your scannable résumé be readable by the computer and that you use keywords that are relevant to the position for which you are looking.

In order to satisfy the idiosyncrasies of the scanning process, a new résumé style, utilizing keywords, has developed. Keywords refer to those words or phrases that are used for searches of databases for résumés that match. This match is called a "hit" and occurs when one or more résumés are selected as matching the various criteria (keywords) used in the search.

Keywords tend to be more of the noun or noun phrase type (Total Quality Management, UNIX, Bio-Chemist) as opposed to power action verbs often found in traditional résumés (Developed, Coordinated, Empowered, Organized).

- Use laser printing, with black ink on white or light-colored 8 1/2 x 11 paper. Clear contrast improves recognition.
- Use standard fonts where none of the characters touch each other (Times, Palatino, Helvetica, New Century Schoolbook).
- Underlining, italics, shadows, reversed colors, and fancy scripts may not scan accurately.
- Use boldface and/or all capital letters for section headings and emphasis, as long as letters don't touch each other. At least 1/4" is required between any lines and typeface.
- Columns, centering, and indentations may change when converted to optically scanned text. Do not use a two-column format.
- Stay within 10-14 point font size (do not use 10 point Times).
- Do not condense the spacing between letters.
- Do not use vertical or horizontal lines, boxes, or graphics.
- If you use bullets, include a space after the bullet.
- Use only one side of the page. One to two pages are usually acceptable, if succinct and clear. **Keep vitally important information on page one.**
- Place your name at the top of each page on its own line. On the first page, use standard address format and list each telephone number on its own line.
- Use multiple synonyms for the same skills to be sure your qualifications are picked up.
- Be descriptive in your titles so your experiences are not missed; e.g., Programming Intern, or Legal Office Assistant, as opposed to Intern or Assistant.
- Mail a laser print original or an excellent copy. Paper clip pages together, do not fold or staple.

DIGITAL PORTFOLIO

What is a digital portfolio?

A digital/multimedia professional portfolio exhibits an individual's professional skill, growth, and achievement more effectively than an old-fashioned resume. A digital portfolio goes beyond a conventional resume. A portfolio is a visual representation of your finest work. It provides visual evidence of your abilities, achievements, and interests. It demonstrates your uniqueness and sets you apart from others competing in the job market. More importantly, a portfolio tells the story of the road you've traveled and the direction in which you are heading.

Defining the Portfolio Goals and Context

- Identify the purpose and audience for the portfolio
- Identify the computer equipment and software available
- Select the appropriate portfolio level to begin electronic portfolio development:
- Selection: the development of criteria for choosing items to include in the portfolio Collection: the gathering of items based on the portfolio's purpose, audience, and future use.
- Reflection: statements about the significance of each item and of the collection as a whole.
- Direction: a review of the reflections that looks ahead and sets future goals.
- Connection: the creation of hypertext links and publication, providing the opportunity for feedback.

What tools do I need?

Purchase a domain name at a site such as domains.com or godaddy.com, and hosting to go with it. You probably won't need too much space, and you can usually get both for less than \$10 per month. Additionally, you will need a Computer, Scanner, Digital Camera, Multimedia Software Program, and Web Authoring Programs.

Links to include in my digital portfolio:

- *Home*
 - Introduction page for your site listing links and a welcome message.
- *About me/Biography*
 - Personal Statements: mission, values, goals (link)
 - Clearly state your unique purpose: define who you are, what you do & why you do it (your "brand")
 - Guiding principles for your career
 - Management, counseling or teaching philosophy (depending on your focus)
 - Make it original, simple, honest & direct
 - Your mission statement should be one sentence, easy to understand and to memorize. Example: "*My mission is to build relationships and empower others toward reaching their full potential.*"
- *Résumé*
 - Your official résumé in .doc, .pdf. and/or Flash
 - Education & Training - Diplomas/Certificates/Grades/Transcripts/School Projects
 - Experience & Skills Section
 - Achievements & Awards
 - Community Service
 - Professional Affiliations
 - Personal interests and hobbies

DIGITAL PORTFOLIO

Links to include in my digital portfolio (cont'd):

- *Portfolio*
 - Photographs, art work and writing samples can be all be scanned in and saved. Reading samples could be recorded. Work samples from the previous or current jobs. Another important addition would be links to articles, web sites, and any type of publication that represents your capabilities and proven abilities.
- *Contact me*
 - Your e-mail address, form, and phone number.

Hints:

1. You don't want to give identity thieves or spammers too much personal information. Don't include your physical address.
2. Remember that it is essential to tailor your portfolio to your audience and purpose. Reviewers in business, industry and education will all examine your portfolio differently. Using an identical portfolio will not help you achieve the appropriate results.
3. Search the Web for examples of digital or electronic portfolios.

Digital Portfolio Examples:

- Dana Hasting: <http://dafiredesigns.com/index.php/about>
- Victor Escardo: <http://www.chasque.net/vescardo/bio/index.html>
- Brett Pohlman: <http://www.brettpohlman.com/>
- David Kuo: <http://www.davidkuo.net/>

Internet Resources:

- <http://www.twu.ca/life/career/careerdev/portfolio.html>
- <http://electronicportfolios.com/portfolios/howto/index.html>
- http://www.educationworld.com/a_tech/tech/tech111.shtml
- <http://electronicportfolios.org/portfolios/iste2k.html>
- <http://digitalportfolioguide.blogspot.com/2007/04/resume.html>

POWER WORDS FOR RÉSUMÉS

Accelerated	Delegated	Harmonized	Operated	Reviewed
Achieved	Demonstrated	Headed	Originated	Scheduled
Acted as liaison	Designed	Improved	Organized	Set up
Adapted	Detailed	Implemented	Participated	Selected
Administered	Developed	Increased	Perfected	Shaped
Advised	Directed	Initiated	Performed	Simplified
Analyzed	Discovered	Innovated	Pinpointed	Sparked
Arranged	Distributed	Installed	Pioneered	Sold
Assembled	Doubled	Integrated	Planned	Solved
Assessed	Employed	Interpreted	Prepared	Standardized
Assisted	Equipped	Interviewed	Produced	Structured
Budgeted	Established	Invented	Profited	Succeeded
Built	Evaluated	Invested	Programmed	Supervised
Chaired	Executed	Investigated	Promoted	Supported
Clarified	Expanded	Justified	Proposed	Synthesized
Communicated	Expedited	Keynoted	Proved	Systematized
Completed	Experienced	Launched	Provided	Taught
Conceived	Experimented	Lectured	Recommended	Tailored
Conducted	Explored	Led	Recorded	Trained
Conferred	Facilitated	Maintained	Reduced	Transformed
Constructed	Formed	Managed	Reinforced	Unified
Consulted	Formulated	Mastered	Related	Verified
Controlled	Founded	Mediated	Reorganized	Widened
Converted	Generated	Motivated	Researched	Won
Coordinated	Guided	Negotiated	Revamped	Worked
Created	Halved	Observed	Revised	Wrote

COMMON RÉSUMÉ MISTAKES

Make sure you are careful not to:

- ❖ Misspell any words.
- ❖ Have any typographical errors.
- ❖ Use sloppy grammar or diction.
- ❖ Confuse your chronology. Always list most recent accomplishments first
- ❖ List your current or previous salaries.
- ❖ Include personal data (age, marital status)
- ❖ Note religious or political affiliations.
- ❖ Make it difficult to get a quick summary.
- ❖ List names of references on the résumé; instead use a separate sheet.
- ❖ Be too wordy or lengthy in your description. *One paragraph about each job should be ample.*
- ❖ Bury your most significant accomplishments in a less than prominent position.
- ❖ Put company names, dates, and title in the body of the descriptive paragraphs. *Set them off visually so the reader can almost instantly grasp your whole history.*

COVER LETTERS

A cover letter is your opportunity to sell yourself to the employer. Use the cover letter to introduce yourself, expand upon your résumé, and highlight your skills and accomplishments. This is also where you may demonstrate your knowledge of the company and how your experience relates to the position. **Remember to sign your cover letter!**

Cover letters should follow the same guidelines as résumés; they should be clean, clear, and concise. Don't forget to proofread your cover letters for errors and have somebody else look at them before you send them out!

For consistency, the formatting and information in the cover letter header should be identical to your résumé header information. This will create a consistent look for your application information.

August 2, _____

Ms. Cheryl Johnson, Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

The *loan officer position* described in the recent *Daily Record* advertisement immediately caught my attention. My proven track record working for a financial institution makes me an ideal candidate for the job, and I have enclosed my résumé for your consideration. I am confident you will find that my qualifications more than meet your requirements.

For example, you specify that you are looking for someone with customer service skills and experience loaning money. While working for my university's credit union, I reviewed loan applications, interviewed applicants, and determined credit worthiness. I am a skilled team player with exemplary customer service skills.

I will call you next week to confirm your receipt of my résumé and answer any preliminary questions. I look forward to talking with you.

Sincerely,

Linda Smith

Enclosure

11 Beacon Hill Drive
Jackson, TN 38305
August 19, _____

Melissa Herranz
Northwestern Mutual Financial
1 North Dale Mabry Highway #1100
Tampa, FL 33609

Dear Ms. Herranz:

Are you looking for an intern who is devoted, organized, professional, and honest? Well, look no further. I am Dean Smith, an undergraduate student at Union University in Jackson, Tennessee. My major is business management with a minor in journalism, and because I possess the above qualities, I would like to apply for an internship for summer 2018 with your company.

I will be a conscientious, hard-working intern for Northwestern Mutual, and Northwestern Mutual will provide an excellent, real-world learning environment that has taken over a century to create. I know that my enthusiasm and energetic attitude will help Northwestern Mutual reach new heights of success.

As my enclosed Résumé shows I am dedicated and ambitious. I have completed 82 credit hours in two calendar years and remained on the Dean's List through each semester. By summer 2018 I hope to have a total of 129 hours and lack only one more semester before graduating in December 2018.

You may be wondering why I have contacted the Tampa branch of Northwestern Mutual. I was born in St. Petersburg and lived there until I was almost eleven. I know the Bay Area well from living there and my frequent visits to see family. It is one of my favorite places, and I think the Tampa branch of Northwestern Mutual combines a superb location and expertise in the financial industry to create a mutually beneficial assignment.

Ms. Herranz, I will contact you by Friday, September 19, 2017 to confirm your receipt of my application materials. I am available for a telephone interview almost anytime when not in class and can be reached at 731-661-0131. My email address is *deansmith@hotmail.com*.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Dean Smith

Enclosure

COVER LETTER FOR UNADVERTISED POSITIONS

Follow the same cover letter guidelines when you are applying for unadvertised positions. You must send your résumé to a specific person in the department in which you wish to work.

March 2, _____

Mr. Thomas K. Allison
MTK Incorporated
33015 Paramount Blvd.
Downey, CA 90241

Dear Mr. Allison:

I am searching for a young, aggressive company that has the desire to become a national and international leader in its field. I have followed your company for the last three years and invested in it as a result of your vision, stability, and commitment to excellence.

Now that the financial community has recognized your potential, as evidenced by the \$18 share price, you have reached a stage where experience and expertise is a necessity. Because I believe my experience can be of great value as you continue to grow, I would like to become a part of your winning team.

Mr. Allison, I have been responsible for the accounting, finance, and leasing areas. In addition, I have had substantial involvement in the tax, employee benefits, and corporate secretarial functions. If given the opportunity, I am confident that I will be an asset to your company. May I have an interview with you at your earliest convenience? You may contact me at above phone number, address, or e-mail.*

I will call you next week to confirm your receipt of my résumé and answer any additional questions you may have.

Sincerely,

Norman L. Steele

*This information will be provided in the cover letter header information. Remember, for consistency, the formatting and information in the cover letter header should be identical to your résumé header information.

GENERIC COVER LETTER TO ANY WANT AD

Sometimes you do not have the time or inclination to write a lengthy, detailed, customized letter in response to a want ad. When you are in a rush, you may opt to use a generic, one-size-fits-all cover letter.

The letter below is a good example. Simply substitute job title, newspaper, years of experience, and other basics for those in this letter. This is not a tactic to use on a want ad for the job of your dreams, but it will work in a pinch.

Union Student
412 Post Avenue
Westbury, NY 11590

February 15, 20__

Stanley R. Lockie
Copy Supervisor
Ogilvy & Mather
450 Park Avenue
New York, NY 10022-2605

Dear Mr. Lockie:

I am very interested in the Production Artist position advertised in the *New York Times* on Wednesday, February 12, 20__. With more than eleven years of experience in a variety of graphics production positions, I feel that I would be an excellent candidate.

My résumé is enclosed summarizing where my skills and abilities have been developed. I would welcome the opportunity to discuss my background with you further. May I have an interview with you at your earliest convenience? Please contact me at 731.996.2703 to schedule an interview. I look forward to hearing from you.

Sincerely,

Union Student

Enclosure

LETTERS OF RECOMMENDATION

As you progress through your job search, you will undoubtedly need letters of recommendation. Employers will request them, and you will need them as you establish a placement file.

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives you the choice of an open placement file, or a closed one. With an open file, you can review the letters of recommendation; with a closed file, you cannot.

Requesting Letters

- Ask in person. Be sure that your request for a letter is not perceived as a demand, and be prepared to take “no” for an answer.
- Ask if your reference will write a favorable letter. If the answer is no, you might want to ask another person.
- Ask if your reference will be able to write a detailed letter. If the person does not know you well enough to be specific, the letter will do you little good.

Your Responsibilities

- Allow ample time (at least two weeks) for your reference to write the letter, and be sure to provide any relevant forms and instructions. Remember, that professors, supervising teachers, and employers are asked to write many letters, especially during the spring term.
- Put any materials you give your reference in a large envelope labeled with your name, address, and phone number so they can be kept together easily.
- Highlight any important or unusual instructions. Include the person, school, and mailing and email addresses to whom the letter should be sent, and indicate the deadline.
- Give your reference a copy of your résumé and a statement of your goals. Also include information about your activities, especially leadership positions and awards.
- Provide stamped, correctly addressed envelopes for each letter.

Following Up

- Check with your references a few days before the deadline to make sure the letter has been completed and mailed.
- Write thank you notes to your references to let them know that you appreciate their time and effort.

TIPS FOR WRITING THANK-YOU NOTES

Paper and Envelope: Use a good quality note paper and matching envelope. This can be the same paper, which you used for your résumé.

Typed vs. Handwritten: Handwritten notes are preferable unless your handwriting is illegible or sloppy. If so, type them.

Salutation: Unless you already know the person you are thanking, don't use their first name. Write "Dear Mrs. Pam Smith" or "Dear Mrs. Smith" rather than "Dear Pam". Include the date.

The Note Itself: Keep it short and friendly. This is not the place to write "The reason you should hire me is..." Remember, the note is a thank-you for what **they** did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them. If you plan to meet with them soon, still send a note saying you look forward to the meeting and thank you for the appointment.

Your Signature: Use your first and last name. Avoid initials and make your signature legible.

When to Send It: Write and send your note no later than 24 hours after you make your contact. Ideally, you should write it immediately after the contact while the details are still fresh in your mind. Always send a note after an interview, even if things did not go well. It can't hurt.

THANK YOU LETTER

Your thank you letter is the last thing that an employer will see from you before making the final decision about a position, so it is important that you make a positive impact. Remind the employer why you are the ideal candidate for the position, what you can contribute to the company, and why you are interested in the job. Do not forget to thank the employer for his/her time. *Handwriting your letter is acceptable and preferred.* Just remember to use quality paper – no hearts and flowers!

Do not forget to proofread your thank you letters; they should be free of spelling and grammar errors, typos, and incorrect information.

March 2, _____

*Ms. Cheryl Johnson
Vice President
State Street Investment Bank
211 State Street
Spring City, MA 54321

Dear Ms. Johnson:

Thank you for taking the time to meet with me today regarding the *loan officer position* at State Street Investment Bank. I am particularly excited about the opportunity. As we discussed, my qualifications very closely match the requirements for the position. In addition, my two years of involvement in my university's credit union have given me experience loaning and handling money as well as dealing with customers – traits you stressed as being important in your ideal candidate.

If I can be of further assistance in the decision process, please give me a call at 555-1234. I look forward to hearing from you. Again, I appreciate your time and consideration.

Sincerely,

Linda Smith

*Use this only if you type your letter. Do not use the recipient's address if you hand write your thank you note.

RÉSUMÉ SAMPLES

ACCOUNTING

Greg Madison

114 Hillshire Rd. • Richmond, VA 20519
(571) 555-5623 • student@uu.edu • @gregmadison

Profile/Objective

Hardworking, punctual, and dedicated individual seeking an accounting internship in tax and audit. Possesses strong leadership and customer service skills as well as managerial experience. A problem solver who is able to calmly deescalate situations and work towards favorable outcomes for all involved. Passionate, knowledgeable, and giving.

Education

Union University, Jackson, TN

Bachelor of Science in Business Administration, December 2018

Major: Accounting *Minor:* Journalism *GPA:* 3.9

Lord Fairfax Community College, Warrenton, VA

Associates of Arts and Sciences, May 2016

Major: Business Administration *GPA:* 4.0

Work Experience

Best Buy, Manassas, VA, 2013-present

Customer Service Lead

- Hired as Rep. 1 cashier. Promoted in 2014 to Rep. 2 and in 2015 to Customer Service Lead.
- Supervised a team of five customer service employees.
- Served as primary trainer for new cashiers and customer service employees. Assisted in leading training seminars with thirty participants.
- Balanced the store safe three times daily. Counted employees' cash register drawers and reconciled amounts with accounting totals.
- Handled returns/exchanges, special deliveries, and price overrides. Processed paperwork for credit card applications.
- Worked to address customers' concerns and ensure satisfaction.

Best Buy, Manassas, VA, Summer 2017

Intern

- Completed a variety of accounting reports daily. Audited price and return policy overrides, post voids, and register reboots.
- Documented register discrepancies and sent paperwork to corporate accounting department.

Honors and Activities

Leadership Experience

- Vice President, Students in Free Enterprise
- Executive Officer, Phi Beta Lambda Business Honor Society
- Senator, Student Government Association

Honors

- Awarded Best Buy MVP of the quarter (twice)
- Awarded Best Buy All Star
- President's List (4 semesters)
- Union University's Auxiliary Scholarship Recipient

Activities

- Regularly lead and participate in summer relief trips.
- Traveled extensively to Europe as well as South America and the Middle East.

Greg Madison

114 Hillshire Rd. • Richmond, VA 20519
(571) 555-5623 • student@uu.edu

References

Mrs. Preston V. Cake
Operations Supervisor
Best Buy
pvcbestbuy.com
(703) 555-7474

Mrs. Judy Forge
Administrative Assistant to the Dean, McAfee School of Business Administration
Union University
faculty@uu.edu
(731) 555-5357

Mr. Bill Nane
Department Chair & Associate Professor of Management, Business
Union University
faculty@uu.edu
(731) 555-5505

Mrs. Debbie N. Well
Assistant Professor of Accounting and P.P.A. Director
Union University
faculty@uu.edu
(731) 555-5486

Mr. Thomas P. Rector
Professor of Accounting
Union University
faculty@uu.edu
(731) 555-5361

Mrs. Katrina S. Hull
Operations Manager
Best Buy
ksh@bestbuy.com
(703) 555-7474

Brody P. Grisham

*UU Box 5555 *1050 University Drive * Jackson, TN 38305 * 731.555.0026 **

brodyv51@hotmail.com

ACCOUNTING & FINANCE

Goal-oriented business professional with capable experience in accounting and customer service and a strong ability to be productive in high-pressure situations. Excellent organizational and budget management skills. Confident working with computers and technology. Efficient, hard-working, dependable, and personable.

EDUCATION

Bachelor of Science in Business Administration (B.S.B.A.), May 2018

Union University, Jackson, TN **Major:** Accounting **Minor:** Finance **GPA:** 3.08

PROFESSIONAL EXPERIENCE

ABB Inc., Alamo, TN, 2017

FINANCIAL ANALYST INTERN: performed daily tasks such as sorting invoices, daily reporting of revenues and orders, worked on various larger projects with and for the controller and financial analysts, used the company business system, email, internet, Excel, Access, and PowerPoint for most all assigned tasks

Reynolds Farm Equipment, Fishers, IN, Summer 2017

SERVICE WRITER: took customer calls, set up and organized pick-up, delivery, and service calls on equipment, data entry of mechanic comments, ensured that mechanics had work in order, kept customers up to date on estimate requests and finished equipment, loaded and unloaded customer equipment

PROFESSIONAL INTERESTS & ACTIVITIES

LAMBDA CHI ALPHA FRATERNITY

FRATERNITY EDUCATOR: mentoring of new members; educated members on fraternity history; kept chapter up to date on our ideals; served on a number of officer committees that helped to shape and run the organization; organized and participated in charitable events such as the Big Brothers and Big Sisters program, national annual food drive, road clean up on the highway, Carl Perkins Christmas, St. Jude Radio-Thon, and Habitat for Humanity

Students In Free Enterprise

Business and Presentation Team Member: ACTIVE MEMBER OF THE NATIONALLY RECOGNIZED BUSINESS TEAM; RESPONSIBLE FOR DEVELOPING PROJECTS THAT PROMOTE ENTREPRENEURSHIP FOR ALL AGES; SERVED ON COMMITTEES FOR PROJECT DEVELOPMENT

OTHER EXPERIENCE

- **Chili's, Server, Jackson, TN, 2016**
- **JACKSON COUNTRY CLUB, GOLF SHOP ATTENDANT, JACKSON, TN, 2016**

BERENDA D. HILL

50 Hillary Drive; Jackson, TN 38305 • bdhill50@yahoo.com • (731) 555-1845

Accounting • Finance • Management

EDUCATION

University of Phoenix – Phoenix, AZ

- ◆ MBA-Global Management and Accounting double major, April 2018

Kennesaw State University – Kennesaw, GA

- ◆ BBA – Finance and Psychology double major, May 2012

SUMMARY OF QUALIFICATIONS

- ◆ Highly detailed professional with 8 years' experience in management and supervision. Specializing in accounting/finance and operations with outstanding analytical, problem solving, inter-personal and decision making skills
- ◆ 11 Years' experience in customer service and direct/retail sales with excellent communication, organizational and leadership skills as well as exceptional people skills in culturally diverse environments
- ◆ 4 Years' experience analyzing financial procedures, reports and information of a managerial and financial nature according to state, federal, local laws and regulations and generally accepted accounting principles
- ◆ 9 Years' experience negotiating contracts, networking, conflict resolution, and planning as well as project management
- ◆ Negotiated a contract with Sportslife in Marietta, GA for Kennesaw State University athletes and coaches
- ◆ 4 Years' experience in marketing, promotions, and graphic design
- ◆ Outstanding Team Player proven through 12 years of athletics including collegiate, semi-professional and professional

WORK EXPERIENCE

2012 - Present

WAL-MART

Jackson, TN

Assistant Manager – Operations

- ◆ Manage 21 direct reports with P&I responsibilities producing \$10,081,950 in a \$58,224,690 retail facility
- ◆ Supervise 245 associates; Responsible for mentoring, coaching, and training new and existing employees
- ◆ Charged with performing daily, monthly, and yearly operational audits for affiliated stores to control shrinkage, increase employee productivity, and examine accounting structure and procedures
- ◆ Selected to lead store remodeling project overseeing a crew of 30; As a result of leadership skills, the project was completed on time and under budget
- ◆ Analyze merchandise systems to determine appropriate inventory levels for just-in-time inventory methodology
- ◆ **HIGHLIGHT:** Under my leadership, productivity for this unit increased 10% exceeding plan by 3.5% for 2007; Decreased top department's inventory by 21% contributing to companies 105.5% profit increase

2011 – 2012

HILL FINANCIAL SERVICES

Jackson, TN

Office Manager/Compliance

- ◆ Performed credit and risk analysis to determine client positioning
- ◆ Supervised 7 financial agents, established protocols and oversaw the daily activities of the mortgage division including loan processing and mortgage appraisals
- ◆ Initiated and implemented compliance structure of company which led to maintaining 100% compliance with state, federal and local lending laws
- ◆ Identified, evaluated, and investigated potential areas of compliance vulnerability and risk
- ◆ **HIGHLIGHT:** Single-handedly created and maintained compliance structure for mortgage division contributing to company's early success

2010 – 2011

SOUTHWEST COMMUNITY SERVICES AGENCY

Jackson, TN

Case Manager II

- ◆ Successfully kept 95% of at-risk children out of state custody and 93% of at-risk children from judicial confinement
- ◆ Managed a monthly client caseload of over 28 cases and worked with court officials and the juvenile court system to secure services and program compliance
- ◆ **HIGHLIGHT:** Received “Outstanding Employee” recognition in 2011 due to job success rate and development of structural protocols for use by all case managers

2009 – 2010

UNIQUE WORLDWIDE SERVICES

Memphis, TN

Manager Trainee

- ◆ **HIGHLIGHT:** Exceeded revenue goals by over 5%

2009

DEVEREAUX GEORGIA TREATMENT NETWORK

Kennesaw, GA

Direct Care Professional I

- ◆ **HIGHLIGHT:** Successfully mentored 80% of assigned at-risk children through treatment program

COMPETENCIES AND PROFESSIONAL MEMBERSHIPS

- ◆ **Foreign Language Skills:** Possess comprehension of basic Mandarin Chinese and intermediate Spanish
- ◆ **Computer Expertise:** Financial Modeling, MS Office Suite, Java 5.0, MS Access, HTML and QuickBooks

RÉSUMÉ SAMPLES

ART

ERICA L THOMAS

7290 Hatchmor Drive • Jackson, TN 38305 • 731.660.4996

EDUCATION

Bachelor of Arts in Art, December 2018

Union University, Jackson, TN

Primary Emphasis: Ceramic Sculpture • **Secondary Emphasis:** Photography

Minor: Communication Arts with an emphasis in Theater

PROFESSIONAL WORK EXPERIENCE

Shop Mgr. /Technician, U.U. Dept. of Sculpture and Ceramics, Jackson, TN, 2016-Present

Responsibilities: teaching assistant, serve as manager and supervisor for approximately 20 students, training students in proper procedures and operations, loading and firing of all kilns (natural updraft, forced air, electric, raku, primitive, salt) mixing slips and glazes, ordering and receiving dry materials, machine maintenance, installation of all public sculpture on campus

Certified Framer, Michael's, Jackson, TN, 2015-2016

Responsibilities: specialty matte cuts, fillets, dry mounting press, glasscutter, frame assembly and restoration, customer service, handled cash payments, balanced cash drawers, data entry and information retrieval/management

Assistant Foreman, Sherwood Landscaping, Medford, NJ, 2013-2015

Responsibilities: trained and supervised a crew of four, irrigation installation, thatching, seeding, mulching, hedge trimming, interlocking pavers, boulder gardens

EXHIBITION HISTORY

December 2018, Solo Exhibition, *Evolution & Erosion, Exile & Exodus*, Union University Gallery of Fine Art • **June 2018**, *International Juried Invitational*, Festival One Fine Arts Gallery • **Summer 2018**, *Annual Student Show*, Union University Gallery of Fine Art • **February 2018**, *Student Invitational*, Ned McWherter, West Tennessee Cultural Arts Center • **November 2017**, Group Show, *A Lynching of Racism*, Ned McWherter, West Tennessee Cultural Arts Center • **Summer 2017**, *Annual Student Show*, Union University Gallery of Fine Art • **March 2017**, Solo Exhibition, *Primitive Fire*, Jackson State Community College • **Summer 2016**, Student Invitational, *Works in Bronze*, Union University Gallery of Fine Art

SELECTED AWARDS

- **Cash Award, Third Place**, June 2018 • *Festival One National Juried Invitational*
- **First Place, 3D**, June 2018 • *Annual Student Show*
- **First Place, 3D**, June 2017 • *Annual Student Show*

**ATHLETIC
TRAINING**

LaToya Williams

School Address: Box 120 • 1050 Union University Dr. • Jackson, TN 38305 • (731) 661-2309

Permanent Address: 123 Davis Mill Road • Parsons, TN 38363 • (731) 847-2344

Cell Phone: (731) 548-6067 • **E-mail:** lwilliams12231980@hotmail.com

Confident professional with hands-on experience in athletic training and injury prevention. Self-motivated, hard worker who is organized and goal-oriented. Team player with strong ability to relate to others through excellent listening/communication skills. Fully capable of following through on all tasks.

EDUCATION

Bachelor of Science in Athletic Training, July, 2018

Union University, Jackson, TN **G.P.A.:** 3.15

Highlight: *Accredited Athletic Training Program by CAAHEP*

RELATED WORK EXPERIENCE

Student Athletic Trainer, Union University, Jackson, TN, 2016-Present

Assisted with physical exams for athletes by administering urinalysis and blood pressure tests. Managed injuries with hot and cold packs, electrical stimulation, and ultrasound. Taped various athletes' injuries. Recorded procedures of all treatments. Assisted athletes with the rehab exercises. Assisted with evaluating athletic injuries. Worked with the Men's and Women's Basketball, Softball, Baseball, and Jackson Christian High School Football teams. Observed Orthopedic Doctors at West Tennessee Bone and Joint.

Student Physical Therapist Assistant, Sports Plus Rehab, Jackson, TN, Summer 2017

Assisted with rehab exercises for the patients. Managed injuries with hot and cold packs. Recorded all exercises.

Umpire, Decatur Co. Dixie Youth, Parsons, TN, Summers 2013-2016

Called balls behind the plate. Called the bases.

Research Assistant-Nursing Dept., Union University, Jackson, TN, 2013-2015

Assisted professor with journal articles relevant information for completion of dissertation. Utilized database to research articles.

Nursing Aide, Decatur Co. Manor, Parsons, TN, Summer 2013

Checked vital signs of patients. Completed rounds that ensured the patients safety, comfort, and physical health. Assisted patients in morning rituals of dressing for the day and eating breakfast.

OTHER WORK EXPERIENCE

Office Assistant, Technical Tire Recycling Inc., Parsons, TN, Summer 2015

Used Microsoft Access to house manifest reports of recycled tires. Filed invoices of tires. Gained experience with the payroll system and taxes.

Babysitter, Jackson, TN, 2015-Present

Provided care for three children, ages 2-4 years old. Provided mental and visual stimulation for children with flashcards and textbooks.

Assembler, McCall, Parsons, TN, Summer 2014

Entered invoices in the computer. Assisted with making refrigerator cabinets by wiring and putting tops on the cabinets.

HONORS/COMMUNITY SERVICE

- Sigma Delta Academic Fraternity
- Volunteer Camp Worker for Camp Rising Sun
- Student nurse Methodist Le Bonheur
- Union University Dean's List, 2014, 2016, 2017

COMPUTER SKILLS

- Injury Tracking Software
- Microsoft Office (Word, Excel, Access, PowerPoint)
- Internet, E-mail
- Microsoft Works
- MS Windows 7/10

RÉSUMÉ SAMPLES

BIOLOGY

ANNA LEE CRAFT

EDUCATION

Bachelor of Science in Biology with a Minor in Psychology, May 2018
Union University; Jackson, TN **GPA: 3.37**

WORK HISTORY

Student Assistant, Servant Leadership Award: Union University, Jackson, TN, 2014-present
Athletic Department: Assistant to Men's Basketball Head Coach
General office duties

Biology Department: Lab Assistant to Department Chair
Helped skin and preserve specimens

Student Activities: Assistant to Director
Created posters and publicized events

Counselor/Medic: Special Friends Camp, Linden, TN and Newport, TN, 2016
Responsible for 10-11 mentally handicapped female adults
Taught Bible stories, supervised activities and served campers in any way possible

Hostess: Gilmore's Restaurant, Shiloh Ridge Golf and Racquet Club, Corinth, MS, 2016
Greeted customers at the door, seated them, and cashed out orders

Extern: Magnolia Regional Hospital, Corinth, MS, 2015
Hospital observation including: surgery, labor/delivery, and respiratory therapy

Internship (non-paid), Dr. Jeff Foropoulos, Corinth, MS, 2013-2014
Observed orthopedic clinical visits and surgeries for 90 hours

Tennis Instructor: Shiloh Ridge Golf and Racquet Club, Corinth, MS, 2012-2013
Conducted and supervised tennis camps for ages ranging 7-14

VOLUNTEERISM

Mentor: BIOME (Biologists In Observation of the Master's Earth)

Philanthropy: Chi Omega Fraternity: Make-A-Wish Foundation, Carl Perkins' Kids

Tutoring: Lighthouse Foundation

MEMBERSHIPS & PROFESSIONAL AFFILIATIONS

Team Member: Union University Lady Bulldog Tennis Team, 2 years

HOLLY HOLIDAY

104 Bell St • Milan, TN 38352 • (731) 434-0896 • hholiday@hotmail.com

PROFESSIONAL PROFILE

Dedicated, hard-working individual who possesses effective administrative and research skills. Analytical mind with an ability to grasp new concepts quickly. Works well independently or in a team environment. Punctual, honest, and a good communicator.

EDUCATION

Union University • Jackson, TN • B.S. in Biology, Minor in Psychology, May 2018 • G.P.A.: 3.72

Navarro College • Corsicana, TX • A.S. Degree, May 2016 • G.P.A.: 3.97

Frost High School • Frost, TX • Valedictorian, May 2014

PROFESSIONAL EXPERIENCE

Union University • Jackson, Tennessee • 2016 to Present

OFFICE OF STUDENT FINANCIAL PLANNING STUDENT ASSISTANT

- Assist at the front desk with visitors and phone calls; provide excellent customer service.
- Log incoming paperwork into the computer and file in student's file.
- Enter new and re-applications into Datatel and create folders for new students.

Navarro College • Corsicana, Texas • 2014 to 2016

FINANCIAL AID STUDENT ASSISTANT

- Open, sort, and file incoming mail.
- Assist visitors at the front desk and answer multi-line telephone system.
- Mail Award Letters and Missing Information Letters.

RELATED COURSEWORK

- | | | | |
|--------------|-----------------|--------------|------------------------------------|
| • Genetics | • Ecotoxicology | • Immunology | • Organic Chemistry I & II |
| • Physiology | • Microbiology | • Statistics | • Advanced & Adolescent Psychology |

ACTIVITIES AND COMMUNITY SERVICE

LEO Club

Served as Vice President for two years at Navarro College. Organized and participated in events such as canned food drive, clothing drive, Adopt-A-Highway, Christmas in October, and Bulldog Buddies.

W.O.W. Ministry Team

Ways of Worship Ministry Team implemented events such as puppet shows, skits, sign language, and clowning. Participated in events for local churches and nursing homes.

Kappa Mu Epsilon

Member of mathematical honor society. Strive to communicate the importance of math in civilization development and to appreciate its power and beauty.

Sigma Zeta

Member of national science and mathematical honor society.

COMPUTER SKILLS

- | | | | |
|-----------|--------------------|-----------|-------------------|
| • Windows | • Microsoft Office | • Datatel | • Internet/E-mail |
|-----------|--------------------|-----------|-------------------|

BROADCASTING

SALLIE WILLIAMS

325 ENGLAR AVE NE, PALM BAY, FL 32907
321- 555-4371 • 731-555-4942 [school]
10pets29@earthlink.net

SKILLS

- **FINAL CUT PRO**
- **CAMERA OPERATOR (PANASONIC DVCPRO, GL-1, XL-1, HITACHI DIGITAL STUDIO)**
- **Graphics Operator (Video Toaster and Inscriber)**
- **MICROSOFT WORD, POWERPOINT, EXCEL**

EDUCATION

BACHELOR OF ARTS IN BROADCASTING, MAY 2018
UNION UNIVERSITY, JACKSON, TN, MINOR IN THEATRE, GPA: 3.8

EXPERIENCE

“HEAD 2 HEAD” QUIZ SHOW AND UNION UNIVERSITY BASKETBALL, PRODUCTION STAFF
Fall and Spring semesters, 2015-18

- **CAMERA OPERATOR**
- **GRAPHICS OPERATOR**
- setup and tear-down for productions

DRTV Productions, Melbourne, FL, Intern

January 2018

- transcribed, closed captioned with CaptionMaker CPC-700
- operated teleprompter, tape deck, audio for green screen shoots
- production assistant in studio

Universal Studios Florida, Intern

June-August 2017

- captured and logged video using Final Cut Pro
- formatted and burned DVDs using DVD Studio Pro
- wrote treatment and video outline for potential client
- worked as a production assistant during shooting of *Fear Factor* episode
- production assistant during shoot for *Access Hollywood*
- production assistant for corporate video
- assisted editor by finding video clips and sounds

Office of University Communications, Union University, Student Assistant

Fall and Spring Semesters, 2015-18

- **GENERAL CLERICAL WORK, FILING, WROTE RADIO SPOTS, AD PRICING, MADE PHONE CALLS, FAXES, FORMATTED INFORMATION FOR ALUMNI MAGAZINE**

*****Multimedia Portfolio available upon request*****

Sallie Williams

325 ENGLAR AVE NE, PALM BAY, FL 32907
321- 555-4371 • 731-555-4942 [school]
10pets29@earthlink.net

PROFESSIONAL REFERENCES

Steve Beverly, Professor of Broadcasting, Union University, 731-555-5380

Beverly V. Os, Director of Promotional Strategies, Union University, 731-555-5298

Josh P. Inkerton, DRTV Productions, 321-555-9670

Doug Montrowl, Universal Studios Florida Production Group, 407-555-8515

Demetrius Jordan

8035 Parkwood Trace • Jackson, Tennessee 38301 • (731) 555-3577 • djordan44@hotmail.com

MANAGEMENT • SALES/MARKETING • COMMUNICATIONS

A highly dedicated professional with excellent communication, time management, and critical thinking skills. Career-minded with a firm sense of commitment and dedication. Over 4 years of experience in sales/marketing. Self-motivated team player with a strong work ethic and desire to excel.

EDUCATION

Union University, Jackson TN

Bachelor of Arts in Communication, December 2018

Major: Communication Broadcasting with a minor in Health and Physical Education

PROFESSIONAL EXPERIENCE

Resident Manager: (Park Place Apartments), 2017-2018

- Supervise 136 units and landlord of approximately 350 residents
- Provide direction and support to a staff of 12 employees (Leasing Agents Maintenance Technicians & Courtesy Officers)
- Responsible for paying all bills under a very tight budget
- Schedule and organize all community meetings and events
- Successfully maintain occupancy above 98%

Loan Closing Agent: (Memphis TransContinental), 2017

- Closed approximately 8 loans per day (in and out of office closings)
- Organized and scheduled each closing
- Developed settlement statements for all scheduled closings
- Collaborated with clients as well as customers to achieve great service

Student Maintenance Supervisor: (Union University), 2015-2016

- Actively involved with all phases of maintenance (electrical wiring, roofing, and landscaping)
- Provided direction and support to 10+ employees (distributed different task to co-workers throughout the day)
- Trained staff in operational procedures

Activities Supervisor: (Wellness Center Union University), Jackson, TN, 2015

- Planned activities, developed health nutrition, and fitness programs for students

PROFESSIONAL EXPERIENCE (CONT'D.)

Shift Manager/Senior CSR: (Blockbuster), 2014-2015

- Assisted with crew scheduling
- Helped supervise shifts as well as cash flow
- Used positive social interaction with perspective buyers
- Trained staff and newly hired employees

Personal Sales and Marketing Intern: (Union University), Jackson, TN, 2014

- Practiced and perfected techniques to obtain and qualify leads
- Scheduled appointments, built rapport, assessed customer needs
- Presented a product solution that lead to successful sales

Sales Associate/Customer Service: (Burlington Coat Factory), 2013

- Sold clothing, foot gear, and cologne
- Used positive social interaction with prospective buyers
- Trained staff and newly hired employees

OTHER EXPERIENCE

Broadcast Intern: (Union University), Jackson TN, 2017

- Anchored, reported, and edited for news show, *Jackson Tonight*
- Commentator for Union University televised basketball games
- Mechanical Engineer for game shows

COMMUNITY SERVICE

- Developed charitable events to serve the elderly within the community
- Organized community block party in recognition of national nights out, an event to develop better community relations
- Planned and held 3-on-3 basketball tournament for ages 6 to adult

TECHNOLOGY SKILLS

Windows 7/10 • Spreadsheets • Internet • Email • Digital Scanning/eCopy •
MS Word • Basic Networking Skills • Database Management

Demetrius Jordan

8035 Parkwood Trace • Jackson, Tennessee 38301 • (731) 555-3577 • djordan44@hotmail.com

REFERENCES

LeeAnn Kinnon

Property Manager
Park Trace
10 Parkwood Trace
Jackson, Tennessee 38301
(731) 555-4450

Marcus Price

Property Regional Supervisor
Perl, Mississippi
(601) 555-8120

Mr. David Nivon

Men's Basketball Coach
Union University
1050 Union University Drive
Jackson, Tennessee 38305
(731) 555-5132

Liz Ingle

Property Regional Supervisor
Jackson, Mississippi
(601) 555-1973

JC Moore

SOCIAL WORKER AND LANDSCAPER
Jackson, Tennessee 38305
(731) 555-4680

Mr. Spencer Tucker

BLOCKBUSTER STORE MANAGER
Jackson, Tennessee
(731) 555-6666

Stephen Fostere

Address: Box 5555, 1050 Union University Drive • Jackson, TN 38305 • **Phone:** (205) 555-4625
Email: student@uu.edu

Objective

Play-by-Play Announcer for College or Professional Football Team

Education

Bachelor of Science in Broadcasting, May 2018
UNION UNIVERSITY, Jackson, TN **Major:** Broadcasting **Minor:** Christian Studies

Professional Experience

Play-by-Play and Color Commentator, Union Broadcasting Society, Jackson, TN, August 2016-May 2018

- Play-by-Play Announcer for Union Men's Basketball Games; aired live on JEA cable in the Jackson area.

Pre-Game Show Host for the Bulldog Basketball Blast, Jackson, TN, August 2017-2018

- Pre-Game Show host that aired live 30 minutes prior to all Union University Basketball Games.

Host of Focus on Jackson, Union Broadcasting Society, Jackson, TN, August 2017-May 2018

- Weekly show that aired on JEA cable in the Jackson area that focused on local and national issues and how this affected the people of Jackson.

Radio Play-by-Play Announcer, The Patriot 97.7 FM and WAMP 99.1 FM, Jackson, TN, January 2018

- Became first student to ever broadcast a Union basketball game on the radio in January, 2018 (game against Lindsey Wilson College). Also broadcast Girl's High School District Tournament Championship on the radio (Trinity Christian Academy versus Madison Academic).

Technical Director, Union Broadcasting Society, Jackson, TN, August 2017-May 2018

- Technical Director for game show, "Head 2 Head" that aired weekly on JEA cable.

Intern, Boston Red Sox, Boston, MA, June 2017-August 2017

- Camera Operator, Graphic Assistant, Videographer, Assistant Editor and Observer. Shot video and pulled tape for show titled "The Red Sox Report" that aired every Sunday at 9:30 pm on UPN. During Red Sox home games: operated cameras for video board, put player photos on the video board for each at bat and during a pitching change, and observed New England Sports Network commentators Don Orsillo and Jerry Remy.

Professional Experience (cont'd.)

Intern, Channel 7 News, Tuscaloosa, AL, December 2014-May 2015

- Sports Videographer, Shot video for various high school and collegiate sports in the Tuscaloosa area.

Sports Editor/Anchor, Hoover High School/Hoover, AL, August 2012-May 2014

- Shot video at sporting events, anchored sports portion of newscasts, and put together packages and highlights for sports portion of newscast.

Intern, NBC 13 News, Birmingham, AL, May-August 2013

- Observed and assisted in the production of a nightly sports cast with sports producer Jim Dunnaway.

Play-by-Play Announcer, www.liveonthenet.com, Birmingham, AL, September-December 2012

- Play-by-Play Announcer for Hoover High School Varsity Football Games.

Honors/Awards

Spring 2014

- National Scholastic Press Association's rating of *Excellent for News Feature Story*
- Alabama Scholastic Press Association's *Sportscaster of the Year*
- 1st Place Onsite Sports Competition
- 2nd Place Sports Reporting
- WBUC News *Sports Reporter of the Year*

Fall 2013

- National Scholastic Press Association's Honorable Mention for News Reading

Spring 2014

- Alabama Scholastic Press Association's *Sportscaster of the Year*
- Alabama Scholastic Press Association's *Sports Reporter of the Year*
- 2nd Place Sports Anchor Onsite Competition

Computer Skills

Windows * MS Office (Word, Excel, PowerPoint, Access) * Internet/Email

Professional References

Upon Request

RÉSUMÉ SAMPLES

B.S.O.L

I.T. Business

BSOL Lane
IT, MS 39000

Phone: 123-456-7890

E-mail: itbus@comcast.net

IT Infrastructure Project Management, operations and network engineering professional offering unique skills in determining client's specific technical needs and communicating those needs clearly to vendors, resulting in savings in time and money for client. Extensive achievements in project management and success in providing mission-critical support to sales teams. Key skills include:

IT Project Management • Technical Team Leadership • Network Installation • Technical Support • Troubleshooting
System Planning • Problem Solving • Lifecycle Management • System Administration & Documentation of Emerging
Technology • Vendor Relations • Business Continuity • Data Migrations • Issue Escalation • Resolution • Sales Support
• Customer Service • Policy & Procedure Development

EDUCATION & PROFESSIONAL TRAINING

Candidate: Bachelor of Science in Organizational Leadership & Project Management

Academic Excellence award in Project Management studies
Union University, Jackson, Tennessee, *May 2018; GPA: 3.91*

Associate of Engineering, Computer & Electronic Engineering

State Technical Institute, Memphis, Tennessee

Cisco Certified Network Associate (CCNA) • Cisco Certified Design Associate (CCDA)
Cisco Routing & Switching Solutions Specialist • Mainframe Hardware Maintenance & Programming

PROFESSIONAL EXPERIENCE

MAPLES CONSULTING SERVICES, Memphis, Tennessee • 2016 to Present

Consulting services to small businesses and professional firms.

IT Consultant: Delivered IT solutions for business including; web support, application training, disaster planning, PC support and troubleshooting LAN ,voice, and data systems. Provided business needs analysis, project planning, and contract negotiations.

CONSULTING CONCEPTS AND MANAGEMENT, Memphis, Tennessee • 2012-2016

Start-up technology consulting and services company that grew rapidly between 2012 and 2016 with a peak employee count of 30 and revenues of \$10M.

IT Consultant: Led large-scale projects, including network installations, creating and executing project plans, allocating resources and leading technical teams. Provided sales support. Oversaw monitoring and troubleshooting activities as well as 24/7/365 global help desk operations. Deployed best practices to manage service delivery. Trained, coached and mentored junior engineers. Evaluated and selected vendor products. Managed escalated issues and provided hands-on expertise to remedy remote device failures and network incidents, promptly resolving challenges and ensuring customer satisfaction.

Key Accomplishments:

- Successfully led project to completely overhaul a *Fortune 500* company's network, delivering complex initiative involving work in 20 buildings on a 500-acre facility on time and within budget.
- Spearheaded large-scale migration project, migrating 28-site frame-relay global network to MPLS network in less than 3 months and completing a key component migration in less than 8 hours.

[Continued next page]

- Played integral role in facilitating company's rapid growth, providing technical expertise, sales support and skillfully managing relationships with customers.
- Achieved Cisco Certified Managed Service Provider Partner status by designing and implementing compliance processes and procedures, becoming 1st regional carrier to achieve certification.
- Leveraged proven project management, documentation and team building techniques to successfully direct multiple simultaneous initiatives and balance competing demands.

FIRST TENNESSEE BANK / CORESTAFF, Memphis, Tennessee • 2011-2012

Leading regional bank and financial services provider with 1,200+ branches in 10 states.

Consultant / Senior Engineer: Oversaw daily WAN operations, troubleshooting issues and working with vendors to quickly identify and address problems. Created and maintained extensive documentation of data center applications, equipment and network configurations. Managed special projects. Evaluated long- and short-term business requirements and recommended technical strategies to accommodate future growth and enhance network performance.

Key Accomplishments:

- Spearheaded business continuity project, elevating security and creating redundant backup facilities to ensure continuity and recovery in the event of a major data center disaster.
- Built trust-based relationships and consensus with branch-level employees, facilitating cooperation and teamwork.
- Created comprehensive documentation of unified network (800 branches), including diagram, LAN / WAN equipment, internal connectivity and data center application resources.
- Developed processes and standards to ensure compliance with Sarbanes Oxley at 1,200 locations; techniques were adapted for use in other sectors.

SPRINT, Memphis, Tennessee • 2005-2011

Major telecommunications carrier and global high-speed data network provider with 90K+ staff.

Network Engineer III: Provided mission-critical engineering support for enterprise data network sales team. Designed high-speed data networks for large corporations and created detailed documentation and presentation material for sales colleagues. Managed large network implementation, tune-up and troubleshooting projects, bringing new customers onto fiber-optic network.

Key Accomplishments:

- Skillfully managed global MPLS network deployment project for *Fortune 500* client with 48 sites worldwide, bringing project in on time and within budget.
- Successfully balanced heavy workload and numerous competing demands by using proven project management principles and tools.
- Recognized as a top 10 technical support engineer nationwide for 3 consecutive years due to outstanding sales support.

CAREER NOTE: Past job history also includes a senior engineering position at Innovative Communications, Inc., which involved providing advanced technical services to educational institutions, commercial enterprises and government agencies. Details are available upon request.

PROFESSIONAL AFFILIATIONS

Memphis Information Technology Science in Engineering Association Group
Cisco User Group • MSP Alliance • Microsoft Developer Network

TECHNOLOGY SKILLS

Microsoft Project • Waterfall and Agile Software methodology • Microsoft Office Suite • Microsoft Visio • Microsoft Outlook • Microsoft Active Directory • Microsoft Publisher • Adobe Dreamweaver • AVVID Voice over IP • Cisco Contact Center • Netformx (Network Design & Pricing) • Adventnet (Network monitoring)

JAN LEAD

123 Leadership Cv. * Oakland, Tennessee 38060 * H (901) 987-6543 C (901) 321-123 * jlead@yahoo.com

EDUCATION & LICENSURE

B.S., Bachelor of Science, Organizational Leadership, UNION UNIVERSITY, GERMANTOWN, TN, May 2018

A.S., Associate of Science, Business, Southwest Community College, MEMPHIS, TN, 2010

* Client Services and Communication Certification, Communication Associates –Memphis, Tennessee

* License Insurance Producer (Agent)

SUMMARY OF QUALIFICATIONS

- Over 15 years of Customer Relations experience up to Management in the corporate recognition industry, retail financial sector, healthcare industry and marketing industry.
- Proficient with Oracle, AS400, SAP, Caselink, Microsoft Office systems, PeopleSoft based applications, Lotus Notes, Business Objects, Read Q and the Internet.
- Client Services on an executive level with Fortune 500 companies.
- Effective organizational skills with close attention to detail.

PROFESSIONAL EXPERIENCE

Sales Insurance Producer, BANKERS LIFE & CASUALTY INSURANCE CO., Aug. 2015–Present

Developing new business and maintaining and growing existing clients. Possessing an entrepreneurial spirit with the desire to attract new customers. Cultivate new and/or additional business through cold calling. Meeting customers to update contracts or present new products. Prepare applications for new business. Responsible for gathering all needed information and documents.

Compliance Specialist , NBC/SUNTRUST CAPITAL MARKETS – Memphis, TN, 2011-2012

An independent contractor responsible for the monitoring of retail customers and institution accounts. Ensured the activity was suitable and in accordance with SEC, NASD, and state securities and regulations, with approximately 200 registered representatives. Daily inspection of the trade blotters of the firm. Developed, implemented, and maintained policies and procedures regarding the monitoring of accounts. Monitored investment products including mutual funds, equities, fixed income, and annuities. Traveled 20% of the time. Conducted daily review of employee trade reports, maintaining books and reports regarding employee trading and compliance training. Worked with the director to distribute, review and analyze results of employee annual certification regarding compliance issues.

Project Coordinator/Office Manager, MEMPHIS NETWORK – Memphis, TN, 2009-2011

Worked closely as an independent contractor with the Project Manager implementing and scheduling new Telecommunication accounts with Sales, Information System and the Engineering Department. Had to manage each phase with BellSouth so that our Engineering could setup Ethernet, SONET, etc at the Collocation. Overseeing the operation of customers deployed in their local networks. Ensured maximized sales and profitability. Reviewed and secured purchase order approval with the Controller. Enforced center security and safety procedures, reviewing, interpreting, and acting upon reports. Communicated with customers, suppliers, and all internal departments. Entered orders, prepare invoices.

Business Account Trainer/Manager, JOSTENS INCORPORATED –Owatonna, MN, 2006-2009

Trained account coordinators in establishing and maintaining a relationship with the customers, sales reps, and buyers. Marketed products to existing customers. Controlled inventory through interaction with manufacturing plants, customer service, and the production department. Traveled 90% of the time. Offered effective classroom instructor which addressed varied learning styles environment. Supervised Account Assistants on business requirements and activities. Reviewed service levels and purchase orders. Negotiated contracts for pricing and delivery of products. Proactively managed customer relations and account services for Fortune 500 companies. Coordinated and managed the testing of new programs, systems, and processes with Marketing, Information Systems, and other work groups. Responded to customers, Sales Reps' requests and needs, resolved problems and issues, anticipated customer needs and took action accordingly, performed required record keeping and reporting. Communicated effectively to all levels of the organization. Participated in team activities, consistently sought and identified problems in work processes and participated in the improvement process. Analyzed financial statements, invoices, set budgets and managed project costs in excess of \$2MM. Assisted in obtaining service award website (Entergy, Federal Express, and AT & T) for the company which brought in approximately \$3MM yearly. Vice-President of Jostens' Community Service Program.

COMMUNITY SERVICE

Coordinator of *Junior Achievement*; Coordinator of *Hope House Clothing Drive*; *Adopt-A-School* Chairman; *Health Fair* Coordinator; *United Way* Coordinator; *Angel Tree Christmas Program* Sponsor; *Impact* Volunteer: a ministry of Bellevue Baptist Church with a food and clothing bank.

ALAN K. PETERSON JR.

208 Concord Drive. Jackson, TN 38305 (731) 555-5820 akpjr@hotmail.com

Business. Marketing. Sales. Public Relations.

QUALIFICATIONS/SKILLS

- 6 years medical and surgical, medical device and pharmaceutical sales and territory management.
- 4 years managerial experience in operating a Durable Medical Equipment retail/rental store.
- Extensive Physician and corporate level business interaction in consultative assessment of need/service.
- Over 3 years' experience doing educational seminars and public speaking presentations from 2 persons to 2000.
- 8 years clinical experience in Emergency department doing EKG's, phlebotomy, CPR and urinary catheter insertion.
- 10 years new employee training in the medical industry.

WORK HISTORY

*Special Events Coordinator, **Le Bonheur Children's Medical Center**, 2015-2016*

Organize and facilitate fundraisers to benefit our not for profit medical center, Explore new options, recruit and develop new sources of income and cultivate existing accounts to produce greater income to our philanthropy and conduct speeches and network celebrity contacts to achieve the greatest benefit to all parties as well as assist our present contact base with materials, volunteers and publicity as to make their events more successful.

*Emergency Dept. Tech/CNA/Inventory Control, **West TN Healthcare**, 2007-2015*

Responsible for triage and assessment of patients presenting for treatment, performed EKGs, inserted catheters, performed CPR and blood draws and assisted physicians in the treatment of presenting clientele. Also completed all associated paperwork and other supportive documentation in accordance with JCAHO guidelines.

*Territory Consultative Sales Rep., **Metro Medical Wholesale**, 2012-2013*

Responsible for the promotion and demonstration of assorted medical supplies and pharmaceuticals as well as liaison duties in the pursuit of customer satisfaction. Also responsible for the recruitment and development of new accounts, attend trade shows and troubleshoot potential problems.

*Service Manager/CSR/Medical Equip Tech., **American Homepatient**, 2004-2005*

Responsibilities included assisting customers, maintenance of inventory and purchasing of supplies, delivery and setup of convalescent and home oxygen delivery systems and patient education.

*Director/Coordinator, **HCA TransMed/Regional Hospital of Jackson**, 1999-2003*

Responsible for maintaining and managing a DME retail store with responsibilities including but not limited to maintaining a workable inventory, purchasing, sales and marketing of West Tennessee territory, training of new employees, periodic maintenance of all equipment and documentation pertaining to patient records and development of Policy and Procedure manuals.

FORMAL EDUCATION

B.S. in Organizational Leadership, Union University, Jackson, TN, May 2018

A.S. in Life Sciences, Jackson State Community College, Jackson, TN, May 2014

C.N.A (Certified Nursing Assistant), NHC Ridgewood Healthcare, Jackson, TN, December 2009

CHARLES T. MUNGER

Sales & Marketing

PROFILE

Experienced business professional who enjoys the areas of sales and marketing. Seeking a challenging position whereby competition and self-motivation are encouraged and rewarded. Good communicator with a strong desire to excel. Goal-oriented, personable, and trustworthy.

EDUCATION

Union University - Jackson, Tennessee

Bachelor of Science, Organizational Leadership, December 2018

Jackson State Community College - Jackson, Tennessee

Associate of Science, Business Administration, May 2017

PROFESSIONAL EXPERIENCE

Account Manager, A-Z Office Resources, Jackson, Tennessee, 2016-2018

Cold called potential clients, opened and managed accounts, built custom contracts. Negotiated prices with customers and set prices to custom contract. Researched product to better fit the needs of customers.

Sub-Contractor, Cable South, Milan, Tennessee, 2015-2016

Fully constructed power supplies for fiber optic cable, navigated the team to desired location, and logged completed progress to turn in for credit. Worked in the process of running fiber optic cable in towns and large corporate facilities.

Sales Associate, Home Depot, Jackson Tennessee, 2014-2015

Worked in the lawn and garden department, assisted in the customer's process of purchasing products for their home, worked with a team in presenting the products in ways to be more appealing, assisted in all functions of inventory. Assisted in all departments in Home Depot.

Vendor, South Central Growers, Jackson, Tennessee, 2013-2014

Introduced new plants to the management at Home Depot and Lowe's. Ordered plants that were out of stock. Condensed and stocked plants when necessary. Presented plants in a way that would be appealing to customers.

Sub-Contractor, Taylor Brothers Construction, 2009-2013

Assisted in all the necessary steps of constructing a house, worked in a team environment

Certified Nursing Assistant (C.N.A.), Milan Hospital, Milan Tennessee, 2008-2009

Assisted patients in all age groups with health recovery; provided exceptional care (hygiene, diet, emotional); regularly worked twelve hour shifts.

VOLUNTEER EXPERIENCE

Trikes For Tots, Group benefit for needy children to receive donated bikes.
Collected bikes, delivered bikes.

Habitat for Humanity, lead in the completion of the decking on the roof of a house.

COMPUTER SKILLS

Windows 7/10; Microsoft Office Suite (Word, Excel, Access, PowerPoint), Internet and E-mail

MATTHEW S. ERNSTING

Address: 2638 Friendship Road, Ramer, TN 38367 • (731) 555-6134, Cell: (731) 555-4586 • E-mail: ernsting@aol.com

OBJECTIVE

To establish a career with a dynamic organization utilizing my skills in administration, management, operations, marketing, and business development.

CAREER PROFILE

Possess a strong base of business management, operations development, personnel management, and market analysis. Experience includes: Implementation and direction of employee recruitment and retention programs, website design, strategic planning, grant writing, foundation management, budgeting, and overseeing customer service program.

PROFESSIONAL EXPERIENCE

Hardin County General Hospital, Savannah, TN, 2016-2018

Executive Director Marketing and Operational Planning and Development

- Managed Rural Hospital's daily operations and special projects
- 350 full-time employees and 100 part-time employees
- Markets included Hardin, McNairy, Chester, and Wayne Counties
- Organizationally responsible for Customer Service, Strategic Planning, Facility Marketing Plan and Budgeting, Website Design, Facility Foundation Management, Designed Employee Retention Program, Grant Writer, and Business Development.
- Assumed Facility Marketing Department 2016.

Career Highlights:

- Successfully took an annual Marketing Budget from \$4,500 to over \$120,000 annually.
- Increased Employee Satisfaction from 6% to 95% in the first year with employee satisfaction program.
- Increased Customer Service Satisfaction from 12th Percentile to 70th Percentile in the first year with Cultural Climate Change.

McNairy and Hardin County Emergency Medical Service, 2010-2016

Paramedic, A & B Shift Supervisor

- Managed Paramedic's and Emergency Medical Technicians for Rural Emergency Medical Service
- Directed EMS In-services and Training Seminars
- Worked in cooperation with other rural emergency management agencies

Career Highlight:

- Designed and implemented a Health Awareness Program in association with local television station. Reached and instructed a population pool of over 3,500 local residents on First Aid, Cardiopulmonary Resuscitation, and Health Related Topics.

U.S. AIR FORCE

Production Control Specialist, 120th FIG MANG, 2002-2008

- Managed Production Control projects for the Civil Engineering Group
- Student leader for new enlistments for Montana Air National Guard Unit

MEMBERSHIPS AND AFFILIATIONS

- Tennessee Hospital Association Board Member for Hospital Marketers and Public Relations
- Licensed Tennessee Paramedic

TECHNOLOGY

- Windows 7/10; Microsoft Outlook, PowerPoint, Publisher, Word and Excel. Web Design Software: Dreamweaver, Macromedia Flash MX 5

EDUCATION

M.B.A., Masters in Business Administration

Union University, Jackson, TN, Completion May 2018 ~ GPA: 3.45

B.S., Bachelor of Science in Organizational Management

Union University, Jackson, TN, Completed May 2016 ~ GPA: 3.65

A.S., Associate of Science in Paramedical Medicine

ASU, Delta Technical Institute, Jonesboro, AR, Completed December 2008 ~ GPA: 4.0

RÉSUMÉ SAMPLES

BUSINESS

BETHANY C. CHARTS

UU 1273, 1050 Union University Drive, Jackson, TN, 38305 · (731) 661-4699
BCC@yahoo.com

Personable and energetic individual with highly effective communication skills. Committed to building and maintaining relationships with others. Self-motivated, career-minded, goal-oriented, reliable, and dedicated.

EDUCATION

Bachelor of Science in Business Administration (B.S.B.A.), May 2018

Union University, Jackson, TN

Major: Marketing

Minor: Human Studies

Emphasis: Strategic Marketing

Cumulative GPA: 3.6

Major GPA: 4.0

PROFESSIONAL EXPERIENCE

Enactus, Union University, Jackson, TN, 2016-2018

Enactus is an international organization in which members teach the principles of market economics, entrepreneurship, business ethics and personal financial success to individuals in their community.

PUBLIC RELATIONS & MEDIA OFFICER

- Issued press releases for projects and events
- Coordinated special competition submissions
- Presented at Regional and National Competition in 2017.

Aladdin Temp-Rite, LLC, Nashville, TN, 2017-2018

Aladdin Temp-Rite provides a full line of insulated food service products and systems which are primarily marketed toward healthcare facilities.

ACCOUNTING CLERK

- Assisted in preparation of sales and use tax returns
- Processed credit hold orders based on specific criteria
- Applied customer payments to appropriate invoices
- Entered write-offs for customer deductions

Aladdin Temp-Rite, LLC, Nashville, TN, 2016

CUSTOMER SERVICE CLERK

- Communicated information in response to customer inquiries
- Routed incoming calls throughout the organization
- Maintained customer purchase order files
- Responsible for daily customer invoicing

OTHER EXPERIENCE

Union University, Jackson, TN, 2014-Present

ART DEPARTMENT ASSISTANT

- Coordinated art gallery receptions
- Installed art gallery exhibits
- Created publicity materials for the department
- Updated computer records for the department

SPECIAL SKILLS

- Desktop Publishing (Functional use of PageMaker software.)
- Presentation & Public Speaking Skills
- Marketing Research

COMPUTER SKILLS

- Windows 7/10/
- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel
- Internet & E-mail
- QAD/MFG PRO
- Corvu

PROFESSIONAL AFFILIATION

- Phi Beta Lambda, Union University chapter
- Senate Representative for Phi Beta Lambda in Union University's Student Government Association

VOLUNTEERISM & ACTIVITIES

- Nursing Home Volunteer, Jackson, TN, 2018
- Children's Choir Director, Jackson, TN, 2016-2017
- Prison Ministry Counselor, Birmingham, AL and Jackson, TN, 2015-2016

REFERENCES

- Available Upon Request

BILL FRENCH

Current Address: 1050 Union University Dr. • #0011 • Jackson, TN 38305 • **Tel:** +1(731) 777-9311 • **bfrench@gmail.com**

PROFILE

Bilingual (French, English), disciplined, competitive, highly-motivated, relates well in diverse groups of people and adapts easily to new environment. Rich multicultural experience. Confident, loyal, hard worker. Interested in applying international experience and French ability to a job that provides additional work experience in order to increase company's growth.

EDUCATION

Bachelor of Science in Business Administration (B.S.B.A.)
Major: International Business. Minor: French GPA: 3.1
Union University • Jackson, TN

May 2018

ATHLETIC HONORS AND AWARDS

Transouth Scholar Athlete – 2016/2017/2018
Team Honor - 2016/2017
Conference Regular Season and Tournament Champions 2016/2017
Team captain 2017

PROFESSIONAL WORK EXPERIENCE

Wood Memorial Hospital: Athens, TN

Summer 2017

Intern

- Assisted Accounting Director of Memorial Hospital with accounts payable, receivable, and inventory
- Updated inventory logs, conducted and distributed supplies.

Computer Laboratory, Union University: Jackson, TN

2015 - 2017

Manager Assistant / Help Desk

- Provided assistance through phone and in person for faculty, staff and students at the university
- Courteously obtained and conveyed concise problem solutions for external and internal service personnel.
- Demonstrate consistently good customer service skills.

Wellness Center, Union University: Jackson, TN

2014-Present

Student Assistant

- Assist Wellness Director with promotional events and incentive programs
- Interact and build relationships with Wellness Center members
- Ensure exercise needs are met by providing an exceptionally clean work out environment, facilitating and scheduling fitness equipment, and responding to customer service calls from community members

BADEA- Cropping Products: Ouagadougou, Burkina Faso, Africa

2009-2013

Sales Representative

- Developed a new business to sell the right crop attending to customer's needs
- Provided excellent customer service and follow-up with clients
- Travelling to different parts of the country networking to expand business and reach targeted customers.

TECHNOLOGY SKILLS

- Windows 7/10
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet/Email

Sarah Saughton

School Address: 14 Gaxy Drive ♦ Jackson, TN 38305 ♦ (731) 664-9453
Permanent Address: 188 Holmes Dr. ♦ Sikeston, MO 63801 ♦ (573) 472-1265
Email: sarah_saughton@bellsouth.net

PROFILE:

Well-traveled business professional with strong interest in international business and foreign relations. Bilingual with a functional knowledge of Spanish. Excellent written and oral communication skills. Desire to work with people of other cultures and nationalities. Goal-oriented, honest, hard-working, and dependable.

EDUCATION:

Bachelor of Science in Business Administration (B.S.B.A.), May 2018

Union University, Jackson, Tennessee

Major: Management with an International Emphasis

Minor: Finance

GPA: 3.75

- ♦ Received Valedictorian Honors, May 2014
- ♦ Financed 100% of college education with academic scholarships
(19 scholarships awarded)

PROFESSIONAL WORK EXPERIENCE

Management Intern/Project Manager, Global Encounter Ministries, Springfield, MO and Houston, TX, Summers of 2016 and 2017

- ♦ Plan, organize, manage inner city missions trips to Houston, TX
- ♦ Development of new missions initiative in St. Louis, MO
- ♦ Train college students from Missouri, Illinois, Tennessee, & Texas

Management Intern, Heartland Supported Living Services, Sikeston, MO 2017

- ♦ Acted as junior CEO - worked directly with CEO
- ♦ Participated in total restructuring of company
- ♦ Conducted meetings with staff, informed them of company changes including changes in their job descriptions
- ♦ Created executive reports and presented them to board of directors

Team Presenter, Enactus, 2017

- ♦ Assisted in development of presentation idea
- ♦ Assisted in writing of presentation and critiqued finished presentation
- ♦ Assisted in question and answer sessions

RELATED EXPERIENCE:

Office Manager, Heartland Supported Living Services, Sikeston, MO, 2013-Present

- ◆ Scheduling, organizing, and filing
- ◆ Computer projects
- ◆ Balancing finances and overseeing projects

Trainer, Rafferty's Restaurant, Jackson, TN, 2016-Present

- ◆ Trained new employees
- ◆ Shift leader
- ◆ Provided excellent customer service

Student Assistant, LAUNCH Program, Union University, Jackson, TN, 2014-Present

- ◆ Computer projects and presentations
- ◆ Clerical duties
- ◆ Typing and filing

INTERNATIONAL TRAVEL:

- ◆ Paris, France-2015
- ◆ London, England-2015
- ◆ Chandigahr and New Dehli, India-2016
- ◆ Nuevo, Mexico-2017

ACADEMIC HONORS & MEMBERSHIPS:

- ◆ *Union University Dean's List*, 2014-2017
- ◆ Phi Beta Lambda, 2015-2016, 2017-2018
- ◆ Who's Who Among Students in American Universities & Colleges, 2017
- ◆ Enactus, 2016-2018
 - Presentation Team
 - Project Manager
 - Senator

COMPUTER SKILLS:

- ◆ Windows 7/10
- ◆ MS Office Suite (Word, Excel, Access, Power Point, Publisher)
- ◆ Internet
- ◆ Email

JONATHAN LABSY

School Address: 1050 Union University Dr. * UU Box 4091 * Jackson TN 38305

Permanent Address: 27 Wells Lassiter Road * Jackson TN 38301 * Home 731 422-9056 * Cell Phone 298-8568

E-mail jonlabsya@yahoo.com

Trilingual (English, Spanish, Swedish) hard-working individual who has disciplined work habits and is always open to new challenges. Goal-oriented and organized professional with good communication skills. Efficient, punctual and team-oriented. Respects and has an understanding for different cultures and diverse societies.

EDUCATION

Bachelor in Science in Business Administration, BSBA, May 2018

Economics/Finance with a Minor in Accounting (G.P.A 3.1) UNION UNIVERSITY, Jackson, TN

United States Professional Tennis Association Certification

Highest level

PROFESSIONAL WORK EXPERIENCE

Internship at CPA Accountant Jerry T. England Office, Jackson TN, 2018

Helping the CPA with different tasks, doing income tax returns, doing bookkeeping for corporations.

Internship at Senator Lamar Alexander's Field Office, Jackson TN, 2017

Answered the phone, completed data entry tasks on the computer, assisted field office representative.

Full-Time Employed Tennis Professional at Jackson Country Club, Jackson, TN, 2016

Served as a tennis instructor for the club members, teaching both adults and juniors, running clinics, teaching private lessons and coordinating tournaments. Responsible for accounting administration for the tennis department.

Tennis Professional, Jackson Tennis Club, Jackson, TN, 2015

Served as a tennis instructor for club members, teaching both adults and juniors, running clinics and teaching private lessons.

Computer Lab Assistant, Union University, Jackson, TN 2014-2016

Assisting students with basic computer trouble shooting of software and hardware.

RELEVANT COURSEWORK

- Principles of Accounting I & II
- Financial Institutions and Markets
- Personal Financial Management
- Principles of Finance
- Intermediate Accounting I
- Intermediate Accounting II
- International Finance
- International Economics
- International Management
- Principles of Investments
- Tax Accounting I
- Intermediate Accounting III

ATHLETIC HONORS

- Played as 1st and 2nd seed for Union University tennis team, 2014, 2015, 2016
- TranSouth Winner, 2014, 2015, 2016
- TranSouth Region Winner of the Year, 2014, 2015
- All American Athlete, 2014, 2015, 2016

OTHER EXPERIENCE

Tennis player on the world professional tennis circuit ATP tour ranked (650) 2009-2012

COMPUTER SKILLS

MS Windows 7/10; MS Outlook, Word, Excel, PowerPoint, Access; Internet & E-mail

TRAVEL

Throughout the United States, Europe, Asia, Middle East

ANTHONY GYNN

80 GALAXY DRIVE • JACKSON, TENNESSEE 38305
PHONE (731) 664-2204 • E-MAIL: ANTHONYGYNN@HOTMAIL.COM

ACCOUNTING & MANAGEMENT INFORMATION SYSTEMS

Self-motivated team leader. Business professional with excellent communication and accounting skills. Dependable, organized, dedicated, and personable. Experienced in programming in COBOL, database management, telecommunications, and networking for business.

EDUCATION

Bachelor of Science in Business Administration (B.S.B.A.), May 2018

Union University • Jackson, Tennessee

Accounting Major with a Minor in Management Information Systems **G.P.A.:** 3.4

Emphasis: Professional Public Accounting

PROFESSIONAL EXPERIENCE

Security Bank • Humboldt, Tennessee • 2015 – Present

CUSTOMER SERVICE REPRESENTATIVE

- Handle various transactions involving cash, debits, and credits
- Regularly balance cash drawer to verify transaction accuracy
- Open new customer accounts
- Enter system information to update customer database

INTERN, LOAN OFFICER TRAINEE

- Learn proper procedures for creating a loan
- Assist in ordering currency for the branch
- Evaluate past due notes and overdrawn accounts
- Contact customers concerning account status

Belk Department Store • Jackson, Tennessee • 2015 – Present

LOSS PREVENTION OFFICER

- Use closed-circuit camera system to minimize external theft
- Protect customers and employees from theft incidents
- Evaluate transactions for completeness and validity
- Monitor employee activities to prevent internal losses

ACTIVITIES & COMMUNITY SERVICE

Alpha Tau Omega Fraternity

Served in various offices including President, Treasurer, and Social Service Chairman. Organized and participated in charitable events such as Casey Jones Balloon Race, Jackson Marathon, Second Harvest Food Bank, West Jackson Baptist Church Fall Funfest, Habitat for Humanity, Salvation Army, Carl Perkins Center for Abused Children, and Union University Alumni Phone-a-thon.

TECHNOLOGY SKILLS

- **Windows**
- **Microsoft Office**
- **Internet/E-mail**
- **QuickBooks Pro**

James Louis Jones

17 O'Neil Oak Way * Apartment J * Jackson, TN 38305
(731)664-1249 or (731)343-4339 (cell)
jamesjones9@hotmail.com or james51@earthlink.net

Sales/Marketing ~ Management ~ Accounting

EDUCATION

Bachelor of Science in Accounting, Minor in Management, December 2018
UNION UNIVERSITY, Jackson, TN **GPA 3.30/4.0**

High Point University, High Point, NC (*Completed seventy-two hours of coursework*)

PROFESSIONAL EXPERIENCE

Accounting Intern, Kerr Group, Incorporated, Jackson, TN, 2018 - present

- Performed cost accounting procedures
- Helped update per unit cost on prescription packaging
- Gathered data to assess the overall performance in production

Sales Representative, Secure One, Incorporated ADT Home Security, Jackson, TN, 2017 - 2018

- Performed business with residential and commercial customers
- Attained Top Sales Representative, July 2017

General Office Assistant, Jones Companies Limited, Humboldt, TN, 2015 - 2017

- General office assistant, painter, and machine mechanic
- Assisted in general office projects
- Painted exterior of Avondale Plant
- Performed general maintenance of machines when needed
- Coordinated warehouse cleanup and regular maintenance

Owner/Operator, Lawn Care Service, self-employed, Gastonia, NC, 2006 - 2014

- Landscaped flowerbeds and shrubbery, mulching, and manicured lawns
- Increased client base by 800% in approximately one year

Warehouse Worker, Hagan Kennington Oil Company, Bessemer City, NC, 2010 - 2013

- Filled and delivered petroleum orders
- Cleaned oil tanks and oil pipes for purity purposes
- Helped organize warehouse; loaded and unloaded tractor-trailers utilizing forklift
- Earned increased job responsibilities within two weeks of hire date

SKILLS

- Computer savvy (Proficiency in MS Word and Excel)
- Superior oral and written communication skills
- Experienced as both an employer and employee
- Excellent organizational and time management skills

ACTIVITIES

- Presidential Scholar, 2014-2016
- Dean's List
- Scholar Athlete, 2015 & 2016
- Member, Odyssey Club (Honors Program)
- Captain and Team Member, Union University Baseball Team
- Selected to the Transouth All Conference Baseball Team
- Member, High Point University Baseball Team
- Boy Scouts of America, Eagle Scout (2012); obtained Bronze, Silver, and Gold Palms

RÉSUMÉ SAMPLES

CHEMISTRY

JOY BELLE

1987 Thurmond Lane • Beech Bluff, TN 38313 • *cell phone*: (731) 555-6726
E-mail: JB@aol.com

Profile

Goal-oriented professional with excellent communication, organization, and customer service skills. A team player with a strong desire to excel. Self-motivated interest in chemistry and biology. Innovative, personable, dependable, and efficient.

Education

Bachelor of Science in Chemistry with a minor in Biology, May 2018

Union University, Jackson, TN

GPA: 3.4

Completed 90 hours of coursework

Jackson State Community College, Jackson, TN

Work History

MAYTAG DISHWASHING PRODUCTS, Jackson, TN, 2018

Intern

Assisted Materials Engineer in the research and development department; tasks included designing and performing tests pertinent to development, analyzing data collected, preparing reports including results, and proposing solutions to problems.

WALL'S JEWELERS, Jackson, TN, 2014-2018

Secretary/Sales

Provided excellent customer service in jewelry selection and sales; typed appraisals, filed, placed orders, and answered the phone.

CRACKER BARREL, Jackson, TN, 2014

Server/Trainer

Established and maintained good working relationship with co-workers; trained new hires and provided efficient and friendly service to all customers.

JOE COOPER INSURANCE AGENCY, Jackson, TN, 2010-2013

Secretary/Office Worker

Tasks included typing, filing, answering phones, processing claims, and quoting rates; worked productively in a team environment.

Research & Presentations

Presentation to the American Chemical Society at the National meeting, April 2018

Topic: *Oxidation and Reduction*

Technology & Computer SKILLS

Windows 7/10, Microsoft Office (Word, Excel, PowerPoint and Access), Internet, Electronic Mail, and Efficient Typist

Karey F. Love

2949 Beech Bluff Rd. ~ Jackson, TN 38301 ~ 731-427-6385~ (cell) 731-555-2636

KareyLove@yahoo.com

Objectives

- My goal is to obtain a position (**HIGH SCHOOL CHEMISTRY**) to enlighten students of basic principles in chemistry and to create an appreciation for the content.
- To facilitate the learning process so that it is beneficial to various styles of learning.

Philosophy of Education

Education is a dynamic between a student and a teacher that incorporates a role-model, an encourager, and an educator. The role of the teacher is to present the information in an appealing and comprehensible manner while incorporating various leaning styles. The student should challenge their ideas about the world around them as they strive to develop scientific concepts. The environment in which this dynamic of education occurs must be governed by love. It is the teacher's responsibility to create this environment through a love for teaching, a love for the subject, and most importantly an unconditional love for the students.

Education

Union University Jackson, TN

Bachelor of Science in Liberal Studies, May 2018

Certification of 7-12 Endorsement Chemistry

Major Field of Study: Chemistry

Overall GPA 3.255

Education GPA 4.0

Jackson-Central Merry High School - Jackson, TN

Highest Honors Diploma, May 2014

Professional Preparation

TIGRETT MIDDLE SCHOOL- Jackson, Tennessee

Student Teaching –April 2018- May 2018 (5 weeks total)

7th Grade Science

Pending second assignment

University Supervisor: Mrs. Chereyl Crossett

MADISON ACADEMIC HIGH SCHOOL – Jackson, Tennessee

Student Teaching – January 2018-April 2018 (10 week total)

Chemistry I HONORS

Cooperating Teacher: Mr. William Chandler

University Supervisor: Mrs. Chereyl Crossett

- Developed and implemented daily lesson plans
- Encouraged cooperative and independent abstract thinking
- Created and administered quizzes and test.
- Taught and facilitated laboratory exercises
- Maintained class room policy
- Performed classroom duties
- Tutored with individual students and small groups
- Assumed all other responsibilities of the cooperating teacher

Field Experience

NORTH SIDE HIGH SCHOOL – Jackson, Tennessee

Practicum Teacher, Fall 2017 (25 total hours)

Chemistry I & II - created and implemented ten lesson plans in the classroom

CROCKET COUNTY MIDDLE SCHOOL - Alamo, Tennessee

Practicum Teacher, Fall 2016 (25 total hours)

7th Grade Science- created five lesson plans and implemented three in the classroom

- Observed student teacher interactions
- Retained classroom management
- Assisted in classroom activities

Observation Experience

JACKSON CENTRAL-MERRY HIGH SCHOOL - Jackson, Tennessee

Observational Teacher, Fall 2015 (20 total hours)

- Observed classroom and laboratory management skills in a chemistry and chemistry honors class

Other Work Experience

Tutor - College Student of Chemistry II

Spring 2018

After School Care - Trinity Christian Academy

September 2016- December 2017

Evangelical Community Church (Inner City Ministry Intern)

Summer 2017

Child Care - West Jackson Baptist Church Child Development Center

February 2012 – September 2016

Counselor - Kids Across America (Inner-City Kids Christian Sports Camp)

Summer 2016, and Summer 2017

Dining Hall Discipleship - Kanakuk Kamps (Christian Sports Camp)

Summer 2015

Hostess - 5 & Diner

Fall 2011

Babysitting – Provided frequent and consistent childcare to numerous families

2010-present

Research - Union University Chemistry Department

Summer 2014

Honors and Activities

- Research in Chemistry Department of Union University, 2016 -**researched and co-authored laboratory manual entitled “Green Chemistry Laboratory Manual – First Year High School Chemistry”**
- Chemistry Research Award 2017 - Union University
- American Chemical Society –Junior Representative, 2017-2018
- Women’s Cooperative Bible Study -small group leader, 2017
- Alpha Delta Kappa Scholarship - 2015-2016

Honors and Activities (continued)

- Tennessee Teaching Scholars Program - 2017-2018
- Leadership Scholarship - Union University
- Academic Scholarship – Union University
- Hammond Charitable Foundation Scholarship -2014-2015, 2015-2016
- Served as chemistry lab assistant
- Masonic Lodge Scholarship
- West Jackson Baptist Church Matching Scholarship

Community Service

- Tutoring and discipleship with Inner City Youth (3 years)
- Worked with Jackson Urban Ministry to raise support and care for 53 urban students to attend Kids Across America Camp for a week during the summer 2017
- Assisted in the organization of the following fundraisers for Inner City Youth: Run, Walk, Bike-a-thon, garage sale, and desert fundraising evening.
- Mission Trips

Nairobi, Kenya - Organized programs and spoke to natives in local schools about the Gospel

Arlington, Texas - led and organized food and Backyard Bible clubs

Boston, Massachusetts - led kindergarten/Pre-K Vacation Bible School

Jackson, Tennessee - Participated three years in “Jerusalem Project” to help to repair local houses and ministered to children in government housing through Back Yard Bible Clubs

- Jackson area tornado clean-up
- Volunteered at YMCA in Jackson, Tennessee with Child Evangelism (1 year)
- Lead “Disciple Now” weekends in local churches for middle and high school students
- Lead Bible study for middle and high school girls at Calvary Baptist Brownsville

References

William Chandler

(Cooperating Teacher- Madison Academic)
11 Lancelot Drive
Jackson, TN 38305
731- 555-4129 Wchan93499@aol.com

Dr. Marlyn Newhouse

(Supervising Teaching)
Box # 1915 1050 Union University Dr.
Jackson, TN 38305
731-555-5295 faculty@uu.edu

Chereyl Crossett

(Supervising Teacher)
Box # 1921 1050 Union University Dr.
Jackson, TN 3805
731-555-5259 faculty@uu.edu

Julie Boyer

(Director of Urban Outreach Ministries)
730 Pipkin Road
Jackson, TN 38305
731-555-4141 Julie@ecchurch.us

Dr. Sally Henrie

(Research Mentor)
Box # 3126 1050 Union University Dr.
Jackson, TN 38305
731-555-5111 faculty@uu.edu

Dr. Dottie Myatt

(Director of Teacher Education)
Box # 1904 1050 Union University Dr.
Jackson, TN 38305 731-661-5383
faculty@uu.edu

RÉSUMÉ SAMPLES

**COMPUTER
SCIENCE**

DAVID CHRISTIAN

20 Shadowlake Drive • Jackson, TN 38301 • (731) 424-4825 • dmc590@yahoo.com • dchristian.linkedin.com

Profile

- Detail-oriented problem solver with excellent mathematics and computer science skills.
- Quick learner seeking a challenging job in computer programming and networking.
- Enjoys tackling challenging problems in creative ways.
- Analytical and logical thinker who stays abreast of emerging technologies.
- Works extremely well in a team or on independent projects.
- Values loyalty and customer satisfaction above all else and works toward these goals.

Education

Bachelor of Science in Computer Science, May 2018

Union University, Jackson, TN

Minor: Mathematics

GPA: 3.28

Computer Skills

- Proficient in **C, C++, Java, Perl, LISP, Prolog, Pascal, and Fortran.**
- Knowledgeable in all major Operating Systems including **Unix, Linux, Windows 7/10, and MAC OSX.**
- Proficient in building **networked systems** with both a **wired and wireless base.**
- Experience with **My SQL, Microsoft Access, and DBII Relational Database** Products.

Professional Experience

Computer Science Senior Seminar, Hypercube Display and Manipulation, May 2018

Constructed a graphical program to display a Mathematical hypercube in Java for use within a web page. Customized matrices allowed for rotation of a cube in four dimensions to help novices to hyper-dimensional space visualize a four dimensional object. Required over 250 hours of design and programming. Programmed for Dr. Troy Riggs in the Union University Mathematics and Computer Science Department.

Operating Systems, November 2017

Built customized system calls for the Linux kernel. The system calls allow user programs to interact with the kernel and integrate user functions into kernel-space.

Networking, May 2018

Built an ATM (Automated Teller Machine) client in the Java programming language for use over a network. The program kept up with many account transactions simultaneously and allowed for adding new accounts.

Computer Lab Assistant for the University of Tennessee at Martin Technology Center, 2013-2014

Responsible for troubleshooting hardware and networking problems. On average, troubleshot 75 problems weekly. Worked independently without direct supervision.

Responsible for ordering inventory and marketing inventory for the entire store.

Department Manager for Union City Wal-Mart Supercenter, 2013-2014

Responsible for ordering inventory, marketing new products, and creating monthly sales reports.

Timothy “Jim” Pierce

EDUCATION

UNION UNIVERSITY, Jackson, TN
Bachelor of Science in Computer Science (B.S.C.S.), May 2018
Minor: Business Administration

TECHNICAL SKILLS

Web Development

DHTML, HTML
Java, JavaScript, ASP
Cold Fusion

Graphics Applications

Fireworks
Adobe Photoshop
Adobe Professional
Adobe Illustrator
Microsoft Publisher

Web Applications

Microsoft FrontPage
Macromedia Flash
Macromedia Dreamweaver

Computer Languages

C, Java, Assembly
SQL

Other Applications

Visual Age for Java
Visual Studio
Microsoft Office
Word Perfect
Email (Microsoft
Outlook)

Operating Systems

Windows 3.1-XP
Linux (Red Hat, Debian)

PROFESSIONAL WORK EXPERIENCE

Web Administrator, Alpha Tau Omega Fraternity, Jackson, TN (2015-2017) - unpaid

Maintained website for two and a half years, not only providing timely updates but also improving navigation and appearance, improving overall aesthetic value.

EXTRACURRICULAR ACTIVITIES & COMMUNITY SERVICE

Alpha Tau Omega Fraternity

Served in various offices including Chaplain, Historian, and Social Chairman. Learned organizational, leadership, and conflict management skills through these offices as well as assisting the chapter in maintaining risk management, organizing brotherhood events, and preparing chapter records. Participated in charitable events such as Jackson Marathon, West Jackson Baptist Church Fall Funfest, Habitat for Humanity, Operation Christmas Child, Salvation Army, Carl Perkins Center for Abused Children, and Union University Alumni Phone-a-thon.

Enactus

Instructed elementary students about differing economies and aspects of free enterprise. Worked cooperatively on technical portions of national presentation.

RÉSUMÉ SAMPLES

CHRISTIAN ETHICS

JILLIAN J. ZINGER

JILL.J.ZINGER@MAC.COM

267 FRIARS POINT LANE, APT. G. • JACKSON, TN 38305 731.555.2498

Profile

Hard-working, self-starter who can competently multi-task, finish projects according to deadlines, and interact in a professional and friendly manner with the public. Enjoys organizing and planning and possesses good computer skills. Eager to learn. Personable, loyal, and trustworthy.

EDUCATION

Union University, Jackson, TN

Bachelor of Arts in Christian Ethics with a Minor in Psychology

Graduation: May 2018

Cumulative GPA: 3.84

Undergraduate Research Symposium Participant – 2017 and 2018

Founder of Friend of Ethics – a student organization committed to promoting community service

EXPERIENCE

2017—Present

Union University

Jackson, TN

Assistant to the Director of Residence Life

- Organized a campus-wide project involving over 700 participants and 55 projects
- Assisted Resident Director in overseeing housing sign ups and programming for 2,800 students

2017—Present

Dr. David P. Gushee

Jackson, TN

Research Assistant

- Performed research for a magazine cover story article
- Performed research for a forthcoming book

2017

The UPS Store

Jackson, TN

Customer Service Associate

- Performed basic office duties; Competently handled shipping and packaging
- Provided excellent customer service

2016

New Frontiers Adventure Camp

Franklin, TN

Lead Staff

- Prepared instructional material for groups; Responsible for the safety of campers on all elements
- Led motivational and spiritual activities for groups

2014

LifeWay Christian Store

Jackson, TN

Customer Service and Sales Associate

- Maintained a high level of customer service; Placed and received customer special orders
- Performed closing cash-out procedures

INTERESTS

Reading, Writing, Public Speaking, Government, Hiking, Traveling, Art, Theatre, Coffee.

BRIAN P. WELLINGTON

29 Brianfield Cove Apt. 29

Jackson, TN 38305

Home: (731) 555-6875 Cell: (731) 555-0543

student@uu.edu

EDUCATION

Union University (Jackson, TN), May 2018

GPA: 3.98

Majors: Philosophy and Christian Ethics

Hardin County High School (Savannah, TN), May 2014

GPA: 4.0

PERSONAL SKILLS

- *Experienced in Microsoft Word, Excel, PowerPoint, and Publisher for institutional application; also skilled in academic internet research*
- *Good communication skills, particularly with respect to listening*
- *Creativity, especially in planning, design, decoration, and writing*
- *Good people skills; works well in both corporate and individual settings*
- *Good organizational skills, particularly with regard to event planning*
- *Public speaking*

PROFESSIONAL EXPERIENCE

Manager, Bubba's Bagels, Scott Layman

May 2017-Present

Specializing in customer service, food preparation, baking, general catering, accounting, and employee relations.
Contact Scott or Kristi Layman at (731) 661-0088

Children's Intern, West Jackson Baptist Church, Ken Hindman

June 2016-December 2017

Specializing in small group studies, Sunday School leadership, decoration of Children's Wing, literature and flier design, large event planning, summer camp planning and organization, composition and production of Bible studies, general office duties, public speaking, preaching, and music (percussion for the Children's Band and guitar for the Sunday School).

Contact Ken Hindman at (731) 660-4535

Receptionist, Preferred Women's Care, Dr. Mark Wells

May 2015-August 2015

Specializing in patient relations, office organization, appointment scheduling, and general office duties.
Contact Diane Wells at (662) 665-4786

Waiter, Shrimp Boat Seafood Café, Crest Wilson and Bobby McCormick

April 2014-May 2015

Specializing in customer service, food preparation, cooking, and janitorial duties.
Contact Crest Wilson at (662) 287-0304

COLLEGE AND COMMUNITY INVOLVEMENT

Member, Union University Christian Studies Advisory Council

November 2017-May 2018:

Providing student feedback to the Christian Studies Department, meeting with prospective professors and friends of the university, and organizing departmental events.

Contact George Guthrie at (731) 668-1818

Planning Committee Member, Union University's St. Jude Awareness Day

January 2018-May 2018

Coordinating events, designing promotional materials, and providing leadership to fellow students.

Contact Mark Vanderhaar at (731) 668-1818

Life Group Leader, Union University

April 2016-May 2018

Working with fellow leader to provide a dynamic, comfortable environment for 15-20 incoming freshmen.

Organized weekly meetings and offered ministry to students throughout the year.

Contact Melanie Taylor at (731) 668-1818

Member of Emmanuel Ministries, A student-organized ministry team

September 2015-May 2017

Specializing in weekend retreats for church youth groups. Participated on prayer team, spoke at events, organized games, led small groups, performed skits, played percussion for band, and preached at services.

Contact Russ Mitchell at (423) 836-1616

Regular Public Speaking and Preaching - Contact Kelvin Moore at (731) 668-1818

HONORS AND AWARDS

- *2014 Valedictorian of Hardin County High School*
- *National Merit Semi-finalist*
- *Six time Recipient of Union University's Presidential List*
- *2018 Who's Who Among American College Students*
- *2016-2017 National Dean's List*

REFERENCES

Dr. D. Gushee
156 Claiborne Drive
Jackson, TN 38305
(731) 555-5024

Ken H. Indman
580 Oil Well Road
Jackson, TN 38305
(731) 555-4535

Scott Layman
9 Culver Cove
Jackson, TN 38305
(731) 555-0088

RUSSELL K. JACKSON

UU Box 5555 • 1050 UNION UNIVERSITY DR. • JACKSON, TN 38305 • 731.555.4351 • RKJACKSON31@HOTMAIL.COM
677 Plainview Road • Henderson, TN 38340 • 731.555.3767

PROFILE

Team leader/player with excellent writing skills and strong interpersonal communication skills. Capable, resourceful, responsible, and driven to excel.

EDUCATION

Bachelor of Arts (B.A.) in History and Christian Ethics, May 2018
Union University, Jackson, TN **Cumulative GPA:** 3.72

PROFESSIONAL EXPERIENCE

Brand Representative, Abercrombie and Fitch, Memphis TN, Summer 2017

Responsible for operating cash register, organization of merchandise, and customer service.

Hike Leader, Higher Ground Hiking Ministry, Jackson, TN, Summer 2016

Co-led week-long wilderness hikes for church youth groups, directing leadership formation, group unification, and team cooperation capabilities.

Counselor, Camp Ridgecrest for Boys, Ridgecrest NC, Summer 2015

Counselor for boys' junior high cabin. Supervised behavior, led creative recreation events, counseled, instructed basketball and canoeing, led devotions, and communicated with parents.

Associate, Wal-Mart Department Store, Jackson, TN, 2014-2015

Responsible for operation of cash register, organization of merchandise, customer assistance in electronics and garden departments, and assistance to managers.

HONORS

- Union University's President's List
- Union University's Dean's List
- Academic and Leadership Scholarship
- Who's Who Among American Colleges and Universities

LEADERSHIP

Sigma Alpha Epsilon Fraternity — Executive Council, Eminent Recorder, Scholarship Chairman, Eminent Correspondent, Historian

- Teaching Assistant in Ethics for the Department of Christian Studies
- Leader in the Life Group Program at Union University organized to guide freshmen students
- Volunteer Worship Service Leader for Calvary Baptist Church's college ministry
- Volunteer Worship Service Leader for Henderson First Baptist Church's youth program

COMPUTER SKILLS

- Windows 7/10
- MS Office
- Efficient Typist
- Internet & E-mail

OTHER WORK EXPERIENCE

Child Caregiver, St. Mary's Daycare Program, Jackson, TN, 2015-Present

Golf Course Attendant, Colonial Country Club, Memphis, TN, Summer 2017

Youth Music Intern, Englewood Baptist Church, Jackson, TN, 2015-2016

RÉSUMÉ SAMPLES

CHRISTIAN STUDIES

CANDACE J. TODD

6424 Richfield Drive • Bartlett, TN 38134
901.482.2821 • can.todd@gmail.com

Profile and Objective

A compassionate, responsible, and detail-oriented individual seeking a full-time position at a non-profit organization. Organized, punctual, and a quick learner. Trustworthy, hard-working, and dedicated.

Education

Bachelor of Arts in Christian Studies, May 2018

Bachelor of Arts in Spanish, May 2018

Union University, Jackson, TN GPA: 4.0

Related Work Experience

Service Over Self, Memphis, TN, 2016-Present

SOS exists to glorify God by proclaiming the Gospel of Jesus Christ in word and deed through urban home repair camps.

Academy Intern, 2018-present: Organized and scheduled home visits in preparation for the spring and summer camps. Helped plan and advertise for the camps. Assisted in office related tasks such as mass mailings, answering phones, and various forms of paperwork.

Office Assistant, 2017-2018: Collected and organized camp registration information. Performed office related tasks such as answering phones, obtaining necessary office supplies, and various forms of paperwork.

Team Leader, 2016: Led groups of high school students in construction work on homes in an urban neighborhood. Facilitated Bible studies and sang with praise and worship team.

Activities

International Justice Mission, Jackson, TN, 2017-present

Participated in monthly meetings; helped raise awareness for social issues such as sex trafficking, child soldiers, genocide, and slavery; and participated in and helped organize service projects including letter writing campaigns and raising money to free modern day slaves.

It Took a Miracle Ministry, Maracaibo Venezuela, 2017

Assisted with day camps and carnivals for needy children ages 1 to 16. Served meals through the local church. Worked cooperatively with a team of 20 dedicated individuals to achieve the mission of the organization.

Women's Cooperative Ministry, Jackson, TN, 2015-2017

Participated in weekly Bible studies and monthly large group meetings.

The 411 Church, New York, NY, 2016

Distributed flyers and love offerings in order to advertise for this new church. Administered needs assessment surveys in a community and analyzed the results to determine needs. Prayer-walked in the target community as a means of addressing its spiritual needs.

Honors & Memberships

- Who's Who Among Students in American Univ.
- President's List
- Union University Scholarship Symposium
- Christian Studies Academic Medal of Excellence

JEFFREY B. MASH

Address: 86 O'Neill Oak Way Apartment C • Jackson, TN 38305 • (731)668-5444

E-mail: jbmash@hotmail.com

OBJECTIVE

To challenge the way college students think, live, and view God from a biblical standpoint. To equip and mobilize college students to engage the culture and influence the world. To integrate faith and learning.

EDUCATION

Bachelor of Arts in Christian Studies, May 2018

Minor: Human Studies

PROFESSIONAL EXPERIENCE

College Ministry/Music Intern, *Englewood Baptist Church, Jackson TN, 2017-Present*

Served as College Worship leader, College Sunday School teacher, Youth Choir Director, responsible for studio mix down and recording of services.

Youth Pastor, *Main Street Wesleyan Church, Jonesboro IN, 2015-2017*

Responsible for all teaching and all functions of the youth ministry, preached one Sunday evening a month, organized trip to Wesleyan youth conference in Chicago.

ACTIVITIES/COMMUNITY SERVICE

- Christian acoustic rock band *Slow to Speak* (2014-Present)
 - Mission trip to Botswana, Africa (Jan. 2018)
 - Discussion leader for classic books study (2017, 2018)
 - Upward Basketball Coach and Referee (2014-2015)
 - Middle School Basketball Referee (2014-2015)
 - Indiana Wesleyan Varsity Tennis Player (2014-2015)
 - Spring Break Conference/Mission trip to Panama City, FL (2014)
 - Member of Campus Crusade for Christ (2014-2015)
-

COMPUTER SKILLS/TECHNICAL SKILLS

- Windows 7/10
 - Microsoft Office (Word, Excel, Access, PowerPoint)
 - Internet, E-mail
 - Sound engineering
 - Studio mix down
-

INTERESTS

- Sports: tennis, basketball, golf
- Writing and performing music

RÉSUMÉ SAMPLES

COMMUNICATION ARTS

Jan Ilene Dennis

SCHOOL: UU 74, 1050 UNION UNIVERSITY DRIVE, JACKSON, TN 38305

(731) 661-4765

HOME: 21 HICKORY RIDGE LANE, WOODBURY, TN 37190

(615) 563-6729 • CELL: (615) 855-5498

E-MAIL: JAN04@YAHOO.COM

EDUCATION

B.A. in Communication Arts, May 2018, UNION UNIVERSITY, Jackson, TN

Major in Journalism with a Minor in Psychology

PROFESSIONAL EXPERIENCE

Journalism Internship, 2017

THE JACKSON SUN, JACKSON, TN

Wrote arts and entertainment articles for the *Weekend Plus* insert; gathered information for stories from the Internet and other sources; practiced basic interview skills; organized story information in a feature-style of writing; **Highlight:** *had firsthand experience with how a real newspaper works and the professionalism that is required of reporters*

Society Reporter, 2017

The Cannon Courier, Woodbury, TN

Wrote brief statements about Cannon County residents and their activities; wrote several articles concerning issues within the community; **Highlight:** *had the opportunity to learn my new community and how everything works in a small town*

Desktop Publisher, 2017

Dixie Boys World Series, Jackson, TN

Designed a newsletter in Microsoft Word, utilized digital photography to enhance document; wrote sports briefs and features for the Dixie Boys World Series 13 and 14-year-old tournaments; **Highlight:** *was able to branch out and use design skills along with learning how to write sports briefs and stories*

Editor-in-Chief, 2017-2018

Cardinal & Cream, student newspaper, Union University, Jackson, TN

Coordinated stories with advisor and assigned stories to staff; interacted with administration; aided in final selection of usable stories; oversaw all aspects of production of the paper; dealt with any major problems or questions that arose; led the seminar class during critiques; led editorial board meetings; assigned beats; read every story before production; oversaw completion and production of editorial pages; adhered to and wrote in AP style; converted pages to PDF; **Highlight:** *had the opportunity to see firsthand the process of producing a newspaper and learning how to handle leadership situations*

Features Editor, 2016-2017

Cardinal & Cream, student newspaper, Union University, Jackson, TN

Selected stories for feature pages; designed section pages with layout editor for graphics, photos, etc.; attended editorial board meetings; created regular features for each issue; read all feature stories before production night; adhered to and wrote in AP style; **Highlight:** *was able to use creative ideas for design and style of writing*

Wire Reporter, 2015-2016

Cardinal & Cream, student newspaper, Union University, Jackson, TN

Used AP wire services to generate story ideas and then localized to campus; designed pages; attended editorial board meetings; adhered to and wrote in AP style; **Highlight:** *first reporter selected for this position*

COMPUTER SKILLS

■ Windows 7/10 ■ Adobe PageMaker ■ PageSpeed ■ Adobe Photoshop ■ Microsoft Word ■ Internet/E-mail

HONORS

Nomination from The Communication Arts Awards at Union University for **investigative reporting**, 2016

Nomination from The Communication Arts Awards at Union University for an **in-depth feature** story on Kindermusik, 2017

COMMUNITY SERVICE

Vacation Bible School, 2016-2017

Plainview Baptist Church, Woodbury, TN

Coordinated activities and lessons for the pre-primary class during Vacation Bible School, registered up to 70 VBS participants and directed them to their appropriate class

News Writing ■ Investigative Reporting ■ Script Writing ■ Section Editor/Producer

Antonio Reagan Sanchez

School Address: Box 5555 • 1050 Union University Drive • Jackson, TN 38305 • (731) 555-4560

Permanent Address: 2206 Benton Road • Memphis, TN 38106

Cell Phone: (901) 555-3674 • **Email:** sanchezar@yahoo.com

Visionary, goal-oriented professional with hands-on experience as well as scholastic training in program development, interpersonal communications, and leadership development. Pleasant, teachable worker with excellent communication skills. Altruistic team player who is devoted to corporate and personal goals. Seeking a challenging opportunity in communications and/or ministry.

EDUCATION

Bachelor of Arts in Communications, May 2018

Minor: **Christian Studies**

Union University, Jackson, TN

Highlight: **Licensed Minister by Brown Missionary Baptist Church**

BUISNESS-RELATED EXPERIENCE

Assistant Director of Urban Ministry, Evangelical Community Church, Jackson, TN, 2016-Present

Organize and develop two different youth programs for high school youth who are at risk. Handle correspondence between approximately ninety families and the prospective programs. Mentor the youth in social, religious, and financial development.

Associate Youth Pastor, Brown Missionary Baptist Church, Southaven, MS, March, 2015-Present

Formulate and present a plan for the framework of the youth department and its educational program. Facilitate youth development in an innovative setting. Originate and teach curriculum for Christian education classes. Support in the building of a five million dollar facility for worship and Christian education. Conduct Bible studies for adult and youth education.

Retail Sales Associate and Cashier, Sears, Roebuck and Co., Jackson, TN, September 2015-January 2016

Related customers to the products of choice and explained the functions of the products in a commissioned sales position. Assisted in new employee training.

LEADERSHIP EXPERIENCE

Common Ground, Union University, Jackson, TN, 2015-Present

Preside as leader of organization that nurtures bridging divides in communication between cultures.

Student Government Association, Union University, Jackson, TN, 2016-Present

Serve as Senator on various planning committees. Make decisions on various issues of campus business.

Minority Task Team, Union University, Jackson, TN, 2016-Present

Assisted in formulating a plan to implement holistic intercultural awareness as it relates to student programming.

Christian Community Development Association Conference, Indianapolis, Indiana, November 2016

Gained pertinent tools for being and creating ethical community leaders.

Tennessee Association of Student Council, Memphis, TN 2015-2016

Host various conferences for leadership development and represent student body in decisive processes.

HONORS/COMMUNITY SERVICE

- **Aspire Award (Scholarship)**
- **Alumni Leadership Scholarship**
- **African American Scholarship – Received Top Award**
- **Program Support Liaison, “J Crib Ministry” Evangelical Community Church, Jackson, TN, Sept., 2014-Present**
- **Kaleo (Counselor), Kids Across America, Evangelical Community Church, Jackson, TN, June 2016**
- **Computer Network Installation, Evangelical Community Church, Jackson, TN, November 2016**
- **Servant Leadership Award, Served as President of Common Ground and Member of Student Programming Subcommittee for Union 2016 Minority Task Team**

COMPUTER SKILLS

Windows • Familiarity w/ MAC OS • Microsoft Office (Word, PowerPoint, Excel) • Internet/Email

RÉSUMÉ SAMPLES

COUNSELING

LaNecia Onjes Wynn

1754 River Isle Cove
Memphis, TN 38103

Primary Phone: (901) 555-2509
Secondary Phone: (901) 555-8150 Ext 276
Onjes.lwynn@yahoo.com

Secondary School Counselor

Professional Experience

Individual Counseling

- Counsel students on a wide range of issues: physical, sexual and emotional abuse/neglect; stress due to divorce; separation and death; drug and alcohol abuse; suicide intervention; dropout prevention

School Counseling

- Competent in using master scheduler, and in applying district's academic requirements to scheduling
- Maintain accurate up-to-date records, initiate classroom visitation, and coordinate groups
- Provide occupational and career information
- Participate as a member of the career day committee
- Consult with staff and parents on student behavioral and educational needs
- Actively initiate, schedule & participate in parent-teacher conferences
- Register incoming students
- Respond to crises & special needs

College and Career Counseling

- Ensured graduating seniors had completed all state mandated requirements for graduation
- Presented financial aid workshops for graduating seniors
- Assisted seniors with completing and returning scholarship applications in a timely manner
- Used the web to assist seniors in researching colleges, universities, & employment opportunities
- Coordinated college & career day for seniors
- Worked closely with military & college recruiters
- Encouraged graduating seniors to take college visits

Career Development

- Worked as a program specialist in Pensacola, Florida for two summers administering and managing a summer program to enhance youth employment opportunities for selected students
- Matched students' skills and abilities with employers and maintained constant communication with employers and supervisors
- Followed up on students by completing forms and weekly progress reports
- Served as a liaison between the high school and the vocational center

Measurement & Evaluation

- Administer and interpret a full range of instruments, including:
ACT (American College Test); PLAN (Pre-ACT); PSAT (The Preliminary SAT); ESL (English as a Second Language); TCAP (Tennessee Comprehensive Assessment Program); HSCT (Florida High School Competency Test); WorkKeys (School to Work Assessment); Armed Services Vocational Aptitude Battery (ASVAB); Gateway (Tennessee State Mandated Test)

Employment History

2015-Present School Counselor	<i>Shelby County Schools</i>	Memphis, TN
2012-2015 School Counselor	<i>Escambia County Schools</i>	Pensacola, FL
2010-2012 Full-Time Student	<i>Mississippi State University</i>	Starkville, MS
2011-2012 Student Intern	<i>Tupelo Public Schools</i>	Tupelo, MS
2011 Graduate Assistant	<i>Mississippi State University</i>	Starkville, MS
2010-2011 Fragrance Consultant	<i>Belk</i>	Tupelo, MS
2009-2010 Point-of-Sales	<i>K-Mart</i>	Tupelo, MS

Additional Skills

- SASSC-Master Scheduler
- MacSchool-Master Scheduler
- Microsoft Office/Word/Excel
- Internet Explorer/E-mail
- Netscape
- AppleWorks
- Inspiration

Professional Affiliations

- SCEA - Shelby County Education Association
- TEA - Tennessee Education Association
- WTCA - West Tennessee Counseling Association
- AKA - Alpha Kappa Alpha Sorority

Certifications

State of Tennessee - School Counselor (K-12) • State of Florida - School Counselor (K-12)

Education

M.S., Counselor Education, 2012-Mississippi State University, Starkville, Mississippi
B.B.A., Marketing, 2008-Mississippi State University, Starkville, Mississippi

RÉSUMÉ SAMPLES

DIGITAL MEDIA STUDIES

RESHAWN COLEMAN

9510 Lane Ave. Apt. 27 ~ Jackson, TN ~ (731)5554-5359
coler@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS

Creative. Hard-working, reliable. Able to collaborate in a team enterprise.
Fast learner. Quickly incorporate and implement new procedures and software.
Team building. Can stimulate people to effective action. Talented and determined.
Generate ideas. Highly motivated to expand knowledge and skills.

EDUCATION

Union University, Jackson, TN
Bachelor of Arts Degree, Digital Media: Computer Science, May 2018

Jackson State Community College, Jackson, TN
Associate of Applied Science Degree, Graphic Design, May 2014
National Science Foundation Scholarship recipient. Dean's List. Historian and Production Manager of the Art Club.

SOFTWARE

Experienced in Adobe Photoshop, Dreamweaver, Freehand, Corel Draw, Corel Photoshop, Quark Express, Notepad (HTML), Microsoft Word, Microsoft Access, Excel, Word Perfect.

RELATED EXPERIENCE

T.R. White Sportsplex, Jackson, TN, Day-Camp Art Teacher/Counselor, Summers 2009 – 2013, 2015
Taught three to twelve-year-old children art. Designed curriculum to encompass the various student learning levels in the classroom. Supervised children during field trips and other events.

Minority Access, Inc., Department of Interior - Bureau of Reclamation, Boulder City, NV, Intern, Summer 2014
Designed and coded a website. Data entry.

Children's Museum of West Tennessee, Jackson, TN, Internship, Jan 2013 - May 2013
Designed a brochure, and developed a page layout for a newsletter.

WORK EXPERIENCE

YMCA Childcare Center, Jackson, TN, Afternoon Teacher, Dec 2015 – Current

Goldsmith's-Macy's, Jackson, TN, Sales Associate, Nov 2015 - Current

Jackson State Community, Jackson, TN, Tutor, Sept 2013 – May 2015

T.R. White Sportsplex, Jackson, TN, Tutor, Oct 2011 - May 2012

PORTFOLIO AND REFERENCES

Upon request.

BRIANA BURCHETTE

UU5555 • 1050 Union University Drive • Jackson, TN 38305

Phone: (865) 555-7865 • E-Mail: student@uu.edu

Self-motivated and proven team leader. Hard-working, very conscientious, and creative. Believes highly in encouragement and is always willing to be flexible. Well-respected and extremely well-rounded.

EDUCATION

Bachelor of Science (BS), May 2018

Major: Digital Media Studies

Cumulative GPA: 3.79

Union University, Jackson TN

Emphasis: Communication Arts

Major GPA: 4.0

PROFESSIONAL WORK EXPERIENCE

MOKY MOUNTAIN RESORT MINISTRIES – Gatlinburg, TN June 2013 - Present

MINISTRY SPECIALIST

- Responsible for administering assistance in the summer and winter ministries.
- Responsibilities include, but are not limited to, leading worship services in the National Park, and building relationships with over 90 international workers in the City of Gatlinburg.

FREELANCE GRAPHIC DESIGN – Gatlinburg, TN June 2010 - Present

- Forest Hawk advertisement in the North Woods Limited Catalogue
- Gatlinbug Gateway Foundation Volunteer Group Logos
- Smoky Mountain Resort Ministries 30 Year Reunion Video
- The Hayloft Web Design (www.thehayloftonline.com/test)

METATRON – Gatlinburg, TN

June 2010 - 2012

Web Designer & Developer

- Designing professional logos
- Gaining experience in web development and working as a liaison for the Gatlinburg Gateway Foundation.

ADDITIONAL WORK EXPERIENCE

EDDIE BAUER – Sevierville, TN December 2015 to present

SALES ASSOCIATE

Responsible for customer service to guests of a large outlet store. Service included helping customer in selections of items, register checkout and stocking of merchandise.

THE HAYLOFT - Gatlinburg, TN June 2012 to August 2014

SALES ASSOCIATE

Responsible for customer service for guests of a western theme store. Responsibilities included assisting customers, register checkout, store opening and closing responsibilities.

OBER GATLINBURG - Gatlinburg, TN

SKI INSTRUCTOR

Taught beginning and advanced skiing techniques to students of the Smoky Mountain Snow Sports School. Classes ranged in size from the private lesson of one to groups of fifteen.

MINISTRY & VOLUNTEER EXPERIENCE

- Youth Ministry Leadership, First Baptist Church, Gatlinburg, TN, 2010-Present
- Youth Ministry Volunteer, First Baptist Church, Jackson TN, 2014-Present
- Ministry Specialist, Smoky Mountain Resort Ministries, Gatlinburg, TN, 2013-Present
- Guest Speaker, TBC (Tennessee Baptist Convention)
- Volunteer Missionary: Charleston, SC, Philadelphia, PA, Jacksonville, FL, Saint Louis, MO, West Palm Beach, FL, Chicago, IL, Braila, Romania

REFERENCES

- Reverend William (Bill) Black, Director of (SMRM), Gatlinburg, TN (865) 555-4076
- Scott Capshaw, Assistant Director of (SMRM), Gatlinburg TN (865) 555-4997
- Barbara White, Manager Eddie Bauer, Sevierville, TN (865) 555-9600
- Dan Booth, Owner Hayloft, Gatlinburg, TN (865) 555-6944
- Bryon Fortner, Youth Minister, First Baptist Church Gatlinburg, TN (865) 555-4904

James E. Callahan, IV

1963 Dartford Dr.
Cordova, TN 38016
E-mail: jecal@loconotion.net

Home Phone: (901) 555-8534
Dorm Phone: (731) 555-4424
Portfolio: <http://www.je.callanhan.com>

Professional Objective

Seeking a challenging position in a video or web-related field, desiring to grow with a company that will benefit from unique creativity, technical skills, and a strong work ethic.

Education

Bachelor of Arts in Digital Media Studies (Communication Arts Emphasis), May 2018
Union University; Jackson, TN; 3.63 GPA.

Special Skills

Technical

Video:

- Canon XL-1
- Canon GL-1
- Sony PD-150
- miniDV and DVC-Pro formats

Video Editing:

- Final Cut Pro
- Media 100
- Adobe Premiere

Operating Systems:

- Windows 7, 10
- Mac OS 9, X

Web Design:

- Macromedia Dreamweaver
- Macromedia Flash
- Microsoft FrontPage
- HTML
- CSS
- ColdFusion

Graphic Design:

- Adobe Photoshop
- Adobe Illustrator
- Quark XPress

Other:

- Microsoft Office
- Microsoft Access
- Macromedia Director
- Database management
- Hardware installation and maintenance
- DAT recorder

Creative

- Screenwriting
- Directing
- Cinematography
- Editing
- Project management
- Copy writing
- Web design
- Web development
- Photography

Professional Experience

Webcast Producer / Director / Editor / Writer (Spring 2017 – Present). Developed the “UBuzz” weekly video news webcast for Union University. **Responsibilities:** producing, writing, directing, filming, and editing a new episode every week.

Webmaster / Writer (Fall 2015 – Present). Designed and developed the independent web page *Loconotion.net* (Best viewed at 1024 x 768 resolution). **Responsibilities:** designing and creating new music and film reviews as well as news items on a constant basis.

Related Experience

Producer / Director / Writer / Editor (November 2017 – Present). Wrote the script for short film “Falling Away” (tentative title) and directed a cast and crew in making the challenging film. **Responsibilities:** Developing story, writing screenplay, assembling cast and crew, location and shot planning, character development, directing, editing.

Society President (Fall 2017 – Present). Served as Digital Media Studies Society President. **Responsibilities:** planning and organizing events, keeping in contact with DMS students, establishing contact with new DMS students, updating society web page.

Producer / Director / Writer / Editor (Fall 2017). Directed a cast and crew of 15 people to create the short film “500 Goggles.” **Responsibilities:** Developing story idea, writing screenplay, gaining involvement of cast and crew, location and shot planning, directing, camerawork, editing, advertising on web page *500goggles.com*.

Director / Writer / Editor (Spring 2017). Directed a talented cast and crew in creating the dramatic short film “Within a Room Somewhere” as part of an undergraduate research project. **Responsibilities:** Developing story, writing screenplay, gaining involvement of cast and crew, location and shot planning, directing, editing, advertising on web page *withinaroomsomewhere.com*.

Technical Director / Camera Operator (Summer 2016). Created and displayed multimedia content for the video board for the West Tennessee Diamond Jaxx baseball team. **Responsibilities:** Creating and displaying animations and video quickly, directing camera operator on field, operating camera when needed.

Producer / Director / Writer / Editor (Spring 2016). Created short film “The Screen.” **Responsibilities:** Developing story, writing screenplay, assembling cast and crew, location and shot planning, directing, editing.

Co-worker (Fall 2014 – Fall 2016). Worked at Kinko’s. **Responsibilities:** assisting customers with technology, taking orders, developing documents and prints.

Achievements

Who’s Who (Union University, 2018).

Jury Award for Best Long Form Film, *Within a Room Somewhere*
Student Film Festival (Union University, 2017).

Award for Best Screenplay, *500 Goggles*
Student Film Festival (Union University, 2017).

Jury Award for Best Film, *The Screen*
Student Film Festival (Union University, 2016).

Dean’s List (Union University, 2014 – 2016).

RÉSUMÉ SAMPLES

ECONOMICS & FINANCE

Miranda Flyjoy

6515 Woodmanor Place • Jackson, TN 38305 • 731-5554884 • flyjoy@yahoo.com • www.commoncents.wordpress.com

INVENTORY CONTROL • MANAGEMENT & SUPERVISION • FINANCE/SALES

analysis, logistics, productivity, process improvement

A goal-oriented and dedicated professional with excellent analytical, problem-solving and communication skills. Highly experienced in working and communicating with the public and colleagues. Career-minded with a sense of corporate purpose. Detail-oriented and organized with good time management skills. Computer proficient (MS Office Suite, spreadsheets, database management and networking, Quickbooks Pro, Desktop Publishing and Web Design). Experienced in meeting deadlines.

Summary of Qualifications

- Over six years of experience in business, banking, financial analysis and management
- Experienced in inventory control and analysis
- Efficient customer service skills
- Over six years of experience in account and data management
- Sales experience to include meeting sales goals/quotas while promoting quality products and services
- Experienced in bookkeeping and payroll procedures

Education

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAY 2018

Economics and Finance with an Emphasis in Financial Analysis: Minor in Management Information Systems

Union University, Jackson, TN **GPA: 3.42**

Professional Experience

WHITE HOUSE PRINTING AND OFFICE SUPPLY • WHITE HOUSE, TN • 2017-2018

Financial Manager and Sales Associate: Monitored records for both customers and vendors. Analyzed financial statements such as profit and loss summaries and month-to-month comparative sales summaries. Promoted profits within the company by re-evaluating costs.

CLIENT DISTRIBUTION SERVICES VIA MANPOWER PROFESSIONALS • JACKSON, TN • 2016

Transportation Project Specialist (temporary): Conducted various transportation-related duties including: rate calculations, shipment auditing, and statistical data compilations. Developed a working knowledge of logistics. Exercised analytical skills during day-to-day operations.

BANCORPSOUTH • JACKSON, TN • 2012-2016

Customer Service Representative and Teller: Maintained current information on accounts. Advised customers in the selection of products and services. Solicited business from potential and existing customers.

Summer Intern within Investment Services: Assisted sales representatives with file maintenance, customer relations, and new accounts. Initiated solicitation of potential clients.

Other Experience

KROGER • JACKSON, TN • 2015

Pharmacy Technician: Assisted pharmacist with day-to-day operation and maintenance of the pharmacy. Promoted sales within the pharmacy by assisting customers with their pharmacy needs.

SUMMER FOOD SERVICE PROGRAM • JACKSON, TN • 2011-2012, 2014

Manager Assistant: Maintained relations with service and product providers. Developed and maintained filing system. Administered bookkeeping and payroll.

Honors/Activities/Community Service

- Union University Dean's List
- National Dean's List
- Phi Beta Lambda Business Fraternity
- Chi Omega Women's Fraternity
- Enactus - Reporter, Junior Enactus Project Mgr.
- Student Government Association- Senate Representative
- Carl Perkins Child Abuse Center Volunteer
- Red Cross Volunteer

ELAINE R. LAWRENCE

3660 Adkins Cemetery Road • Newbern, TN 38059
Residence: (731) 555-6242 • Email: ERL@Yahoo.com

FINANCE MANAGER/ACCOUNTING PROFESSIONAL

PROFESSIONAL PROFILE

Over 10 years of experience leading corporate finance initiatives for start-up, turnaround, and high growth organizations. Consistent success in linking accounting with manufacturing operations to provide hands-on-financial leadership for strategic planning, sales, marketing, inventory, production, and distribution. Demonstrated record in establishing systems and streamlining processes to improve productivity, increase efficiency, and enhance financial results. Strong planning, analysis, administration, and management qualifications. Additional expertise includes:

- Financial Planning/Analysis
- Budgeting, Administration, & Reporting
- Quantitative/Economic Analysis
- Corporate Tax Planning & Compliance
- Multi-Plant/International Finance
- Forecasting
- Cash Flow Management
- Cost Reduction & Avoidance
- Payroll/Benefit Administration
- Financial Information Technology

EDUCATION/CERTIFICATIONS

MBA, Masters of business Administration
UNION UNIVERSITY – Jackson, Tennessee, December 2018

CPA, *Certified Public Accountant*, 2003 (*Inactive*)

BS, *Bachelor of Science in Business Administration*
UNIVERSITY OF TENNESSEE AT MARTIN – Martin, Tennessee, 2003

PROFESSIONAL EXPERIENCE

NORDYNE, INC. – Dyersburg, TN 2016–2018

Plant Controller

Senior Manager responsible for all aspects of accounting, production reporting, capital planning, inventory and scrap control for a start-up facility manufacturing heating and cooling units.

Responsible for all aspects of accounting, payroll and administrative functions including budgeting, forecasting and monthly financial reporting. Ensure internal controls are developed and implemented. Monitor all spending for the facility at a micro level. Develop monthly forecasts that are heavily relied on for cash management. Monitor productivity and scrap daily.

Achievements:

- Assisted in relocating a manufacturing operation from St. Louis, MO to Dyersburg, TN. Played a vital role in the start-up of the facility in Dyersburg including hiring, training, developing and implementing procedures and maintaining focus on performance indicators to drive continuous improvement.
- Discovered product quality exceptions that would have cost the company thousands of dollars in warranty costs over several years if left undetected.
- Revamped scrap reporting policy and procedures to achieve complete tracking and accountability for high-dollar scrap.

DYER FABRICS, INC. – Dyersburg, TN

2016

*Vice President of Finance****Senior Manager responsible for all aspects of accounting, finance, administrative, and costing functions.***

Responsible for all finance and control functions including daily cash management for a growing company, interactions with banking officials, ensuring customers' factoring/financing needs are met, vendor relations, and performing feasibility studies concerning long-term growth needs. Full responsibility for development and implementation of all control, accounting and reporting systems. Collaborate with programmers to ensure production systems met the information needs of management.

Achievements:

- Introduced and implemented a computerized accounting system including accounts payable, accounts receivable, billing, payroll, general ledger, and costing in a short period of time.
- Review, analyze, and recommend actions concerning medical and retirement benefits for employees.

POLYONE ELASTOMERS – Dyersburg, TN

2008–2016

*Manager of Budgeting & Responsibility Accounting (2012–2016)****Provided financial leadership of accounting operations for a division of an international polymer services company with revenues in excess of \$400 million.****Achievements:*

- Instrumental in resolving billing discrepancies while maintaining/protecting valuable relationships.
- Succeeded in relocating accounting practices to corporate shared services center.
- Spearheaded implementation of waste removal processes resulting in 10% waste reduction.

General Ledger Manager (2005–2008)*Fully responsible for maintenance of the general ledger and all financial reporting for a division of six domestic and two international manufacturing facilities.**Achievements:*

- Composed general ledger procedure manual, and successfully streamlined download of data into general ledger system resulting in reduced closing time from five to three days; processes embraced by corporate level and adopted as standard operating procedures.
- Converted five plants from multiple general ledger systems to SAP and integrated general ledger positions.

AMERICAN HEALTHCORP (Subsequently American Healthways, Inc.) – Nashville, TN

2003–2005

Senior Tax Accountant

Managed intricate tax planning, reporting, and support for AmSurg, a start-up subsidiary.

DEMPSEY, WILSON, AND COMPANY, P.C. – Nashville, TN

2002–2003

STAFF ACCOUNTANT

Provided accounting support for major public accounting firm.

- *Completed experience requirements for CPA licensure.*

Patrick K. Littlejohn

ADDRESS: 8761 South Central 7th Ave. • Broken Arrow, OK 74011 • (918) 555-2605

E-MAIL ADDRESS: patrick_littlej@hotmail.com

An energetic, self-motivated, people leader. Excellent communication, time management, and problem solving skills. Proven success in academics and financial matters. Career-minded with a firm sense of commitment.

Education

Bachelor of Science in Business Administration, May 2018

Union University, Jackson, TN

Major: Economics/Finance

Minor: Management

Emphasis: Banking and Financial Analysis

GPA: 3.68

Experience

NORTHWESTERN MUTUAL FINANCIAL NETWORK, JACKSON, TN

SALES INTERN Summer 2017

- MADE SALES CALLS ON A DAILY BASIS
- Learned about the insurance industry and financial planning
- Sales training regarding clients' needs
- Obtained Life and Health Insurance Licenses in state of Tennessee

LAMBDA CHI ALPHA FRATERNITY, UNION UNIVERSITY, JACKSON, TN

LOCAL CHAPTER TREASURER 2015- 2016

- Operated a \$50,000 budget
- Responsible for keeping records and books updated
- Instituted a new, innovative way of collecting dues from all 75 members
- Brought the chapter into a sound financial situation from a less desirable one (i.e. from no cash flow to over \$10,000 in checking and savings accounts)

KANAKUK KAMPS, BRANSON, MO

Youth Counselor SUMMER 2015 & 2016

- Responsible for 10 campers in cabin
- Taught pre-teens fundamentals and a basic knowledge of sports
- Helped youth build self-esteem and identify personal values

INTERESTS & ACTIVITIES

- *Enactus*, Treasurer, Presentation Team, membership based on leadership, academic excellence, work ethic, and creativity
- *Lambda Chi Alpha (Social Fraternity)*, Treasurer, Risk Management Chairman, Member of the Executive Committee (Fraternal Governing Body)
- *Union University Golf Team*

Honors and Achievements

- Union University Athletic scholarship for golf
- Union University President's and Dean's List
- Graduated Magna Cum Laude

RÉSUMÉ SAMPLES

ENGINEERING

En G. Neer

P.O. Box 900 • Walls, TN 38111 • engineer@hotmail.com • 731.444.4444

Objective

To secure an engineering position in the West Tennessee region which utilizes my unique analytical, critical thinking, and logical mathematical skill set.

Education

Bachelor of Science in Engineering (Mechanical Concentration), May 2018

Union University, Jackson, TN, 2014 Provost Scholarship Recipient

Lambda Chi Alpha Fraternity * **Grade Point Average: 3.464**

Valedictorian, Class of 2014, Bradford High School, Bradford, TN, GPA: 4.0

Education

Engineering Intern *Bodine Aluminum, Inc. / Toyota, Jackson, TN, Summer 2017*

Worked two weeks with die maintenance learning current processes. Designed an alkaline dip tank for use in die maintenance. Conducted cost benefit analysis, estimated error reductions and annual savings of over \$250,000.

Mechanic *Aloha Powersports, Jackson, TN, Summer 2015 - 2016*

Worked with ATVs, SeaDoos, and motorcycles in diagnostics and repair. Studied the construction of CanAm ATVs, SeaDoos, and UM motorcycles in order to most effectively understand and repair.

Engineering Intern *Black and Decker, Jackson, TN, Fall 2015*

Constructed and tested various prototype equipment.

Landscaping Worker *Kennedy Enterprise, Jackson, TN, Summer 2014*

Various work in landscaping. Led a team of four workers.

Leadership and Philanthropy

Collegiate

Lambda Chi Alpha, Union University, Jackson, TN, 2014 - Present

- Ritualist
- Executive Committee

Englewood Baptist Church, Jackson, TN, 2010- Present

- Worship Leader, Youth

High School

Bradford High School, Bradford, TN, 2013-2014

- Class President

Undergraduate Research

Senior design project focused on the IEEE Robotics competition. Collaboratively researched robotics, microprocessors, and programming. In order to successfully complete this project, thoroughly learned the aforementioned aspects and was personally responsible for the physical design and construction of the robot as well as the logic and programming. Developed efficient problem solving skills.

JAY SUMS

100 Fry Point Rd. Apt. H • Jackson, TN 38305 • 731-694-3333 • jsums@hotmail.com

EDUCATION

Bachelor of Science in Engineering (Mechanical Engineering Concentration), May 2018

Minor in Physics

Minor in Mathematics

GPA: 3.54

Union University, Jackson, TN

PROFESSIONAL EXPERIENCE

Engineering Intern, MTD Products, Brownsville, TN–Martin, TN, Summer 2016–Summer 2017

Stationed primarily at MTD Distribution Centers in Brownsville and Martin, TN. Co-leader of one Rapid Improvement Event. Team member on three additional Rapid Improvement Events. Designed Production Control Board for compact tractor assembly area. Compiled work instructions for compact tractor assembly team. Performed time studies on assembly line to improve overall efficiency. Performed in-depth cost analysis of shipping process and suggested improvements. Intensive use of various Microsoft Office programs such as Excel, Word, Outlook, and PowerPoint.

OTHER EXPERIENCE

Team Member, McDonald's, Humboldt, TN, Summer 2014, Summer 2015

Handled customer transactions. Processed and assembled customer orders. Worked with the public on a daily basis.

Crew Member, Pizza Hut, Milan, TN, Summer 2011 – Spring 2014

Server, cook, cashier. Handled customer orders from beginning to end.

ENGINEERING COURSEWORK

- Engineering Major Design
- Machine, Mechanism Design
- Engineering Graphics Energy Conversion
- Computational Engineering
- Materials Engineering
- Mechanics of Materials
- Thermo-fluid Dynamics
- Experimental Methods
- Engineering in Laboratory
- Engineering Statics
- Engineering Dynamics
- Engineering Economy
- Electric Circuit Design
- Electrical Power System

HONORS AND ACTIVITIES

- Co-Awarded Undergraduate Research Grant (2018)

Project manager on team of three engineering students designing, constructing, and testing autonomous robot to compete in the 2018 IEEE Southeastern Conference student hardware competition

- Co-Awarded Undergraduate Research Grant (2017)

Member on team which performed feasibility study for creating a solar water distilling business in Morocco
Constructed and tested solar water distiller

- 3-time presenter at Union University's Scholarship Symposium
- Union University Freshman *Engineering Student of the Year* (2014)
- Union University Dean's List
- Student member of IEEE and ASME

TECHNOLOGY SKILLS

- AutoCAD, Pro/ENGINEER, Mathematica 5.2, Microsoft Office
- Programming in C, MATLAB, BASIC
- Statistical analysis with Minitab
- Mechanical modeling/simulations with Working Model
- Windows 7/10, Internet, E-mail

Rachel Raye

School Address: 1050 Union University Drive, UU #2382, Jackson, TN 38305

Permanent Address: 1500 Kim Ct, Franklin, TN 37069

E-mail: rreye7@gmail.com **Cell Phone:** 911-353-4136

A friendly, reliable professional who enjoys solving problems individually or cooperatively. Very teachable and a fast learner. Driven and has multicultural experience and background. Seeking a challenging summer internship in the mechanical engineering field.

Education

Bachelor of Science in Engineering, Expected Graduation in May 2018

UNION UNIVERSITY, Jackson, TN

GPA: 3.4

Relevant Coursework

- Statics
- Dynamics
- Mechanics of Materials
- Computational Engineering
- Thermodynamics I
- Electric Circuits I
- Power Systems and Electric Machines
- Engineering Experimental Methods
- Engineering Laboratory
- Engineering Graphics

Professional Experience

Landscaper, Franklin Ponds and Landscaping, Franklin, TN, 2016

- Installing sprinkler system
- Helping construct artificial pond and waterfall
- Working in small groups of three or four to complete projects

Member Group Design Project, Letourneau University, Longview, TX, 2016

- Participating in designing the sip and puff fishing rod for quadriplegic
- Organizing a timeline to complete the project and executing it
- Using finished project to compete with other groups of engineering students.

Student Worker, Letourneau University, Longview, TX, 2015-2016

- Dealing with customers and providing assistance with equipment
- Taking care of athletic equipment and team equipment
- Working in groups of two to five to successfully complete assigned projects in painting offices and dorms and maintenance for dorms and offices
- Leading small groups of two or three to complete goals and projects

Community Service

- Fellowship of Christian Athletes where student athletes came together and accomplished meaningful work with and for an orphanage
- Church usher helping with guiding people during the service and also involved in the setup and teardown of the church on Sunday mornings
- Barefoot Camp Counselor in charge of a group of 12 teenage boys during part of the summer

Achievements

- Varsity Soccer Player (2014-Present)
- Third Place in 2016 ASME Student Design Competition, District E (Sip and Puff Fishing Rod for quadriplegic)
- All-Conference Honorable Mention NCAA DIII (Soccer 2015-2016)
- All-Conference Academic Team NCAA DIII (Soccer 2015-2016)
- Midfielder of the Year (Soccer 2014-2015)
- Learned the use of programs such as Excel, Autodesk, Matlab, Word, PowerPoint, and Maple

Rachel Raye

School Address: 1050 Union University Drive, UU #2382, Jackson, TN 38305

Permanent Address: 1500 Kim Ct, Franklin, TN 37069

E-mail: r.rraye7@gmail.com **Cell Phone:** 911-353-4136

References

David McClung

Owner

Franklin Ponds and Landscaping

Cell Phone: 615-509-6897

Juan Castro, Ph.D.

Head Pastor, Vida Abundante

Associate Professor, Finance

Letourneau University

Office: 903-233-3624

Jay Bernheisel, Ph.D.

Assistant Professor of Engineering

Union University

Office: 731-661-5550

Tom Wait

Men's Head Soccer Coach

Letourneau University

Office: 903-233-3725

Cell Phone: 903-241-4010

Randal Schwindt

Assistant Professor of Engineering

Union University

Office: 731-661-5594

JOHN C. BRASHER

School Address: 1050 Union University Dr. ♦ UU Box 1045
Permanent Address: 40 JW Rhodes Rd. ♦ Parsons, TN 38363 ♦ 731.847.7546
Email: jonbrasher@netease.net

Education

Bachelor of Science in Engineering, May 2018

Union University, Jackson, TN

Major: Engineering **Minors:** Physics and Math

Work Experience

- ♦ Engineering Intern, Porter-Cable/Delta, May 2016-present
- ♦ Engineering Intern, Capro, Inc., May 2015-May 2016
- ♦ Physics Lab Assistant, 2014-2015
- ♦ Construction/Landscaping, Stricklin Construction, 2012-2015

Technology Skills

Engineering Applications

- AutoCAD
- Pro/E Wildfire
- Microsoft Excel
- Mathematica 5.2
- Electronics Workbench
- Mat lab

Office Applications

- Microsoft Word
- Microsoft Power Point
- Windows 7/10
- Microsoft Access
- Internet and Email

Leadership Experience

- **President of Engineering**, Union University

Volunteer Work

- ♦ Habitat for Humanity
(assisted with building houses for qualifying, underprivileged families)
- ♦ Deer Valley
(part of church team who counsels/mentors troubled teens)

Professional Affiliations

- **Professional Memberships**
 - ASME
 - AIAA

JOHN C. BRASHER

School Address: 1050 Union University Dr. ♦ UU Box 1045
Permanent Address: 40 JW Rhodes Rd. ♦ Parsons, TN 38363 ♦ 731.847.7546

References

Greg Griffin

Engineering Manager
731.660.9586
(greg_griffin@portercable-delta.com)

Clint Rainey

Product Engineer/Designer
731.645.9393
Cell – 662.415.1255
(crainey@capro.com)

Tim Jackson

Senior Product Engineer
731.645.9393
(tjackson@capro.com)

Dr. Don Van

Department Chair of Engineering
731.661.5534
(dvan@uu.edu)

Dr. Jeanette Russ

Associate Professor of Engineering
731.660.3707
(jruss@uu.edu)

Dr. Kyle Hathcox

Department Chair of Physics
731.661.9675
(khathcox@uu.edu)

Don Stricklin

Owner/Operator of Stricklin Construction
731.852.4398

RÉSUMÉ SAMPLES

ENGLISH

MARTIN LANGFORD

Address: #300 • 1055 Stonebrook Place • Jackson, TN 38305 • 731.555.3075

E-mail: langmar@yahoo.com

Self-motivated, well-traveled, and multilingual professional writer with hands-on experience in reporting and writing. A team player with a strong initiative and desire to excel. Outstanding goal-setting, organization, and project management skills. Personable, organized, dependable, and efficient.

EDUCATION

Bachelor of Arts in English, May 2018

GPA: 4.00

Bachelor of Arts in History, May 2018

Minors: Interdisciplinary Honors and Intercultural Studies

Union University, Jackson, TN

PROFESSIONAL WORK EXPERIENCE

News Reporter for *The Jackson Sun, Get Out, The Jackson Sun, Jackson, TN.* 2017-present. Conduct interviews, write art and entertainment stories and news articles

Teacher's Assistant for the English and History Departments, *Union University, Jackson, TN,* 2014-present. Assist in grading, typing, filing, administering tests, and proctoring classes

Editor of *The Torch* (campus literary publication), *Union University, Jackson, TN,* 2015-present. Responsible for writing, material selection, editing, layout, and proofing

News Writer for the Office of University Communications, *Union University, Jackson, TN,* 2014-2017. Responsible for writing articles, and press releases, reporting, and proofing

Tutor in English and History, *The Learning Center, Union University, Jackson, TN,* 2014-2017. Professor recommended position. Individual and group tutoring, provide assistance in research, paper writing, and proofreading

Director of Fundraising Affairs, *Volunteer Fire Department, Finger, TN,* 2012-2016 (non-paid) Plan and coordinate special events to increase operational funds. Budget reporting and management, \$8,000-\$10,000 raised annually

OTHER WORK EXPERIENCE

Secretary and Office Assistant, *USDA, Rural Development, Jackson, TN,* 2017.

Cook and Cashier, *Refreshments of Tennessee, Jackson, TN,* 2016-present

Care Giver, *First Baptist Church, Humboldt, TN,* 2016-2017

Cashier, *Ada's Country Store, Bethel Springs, TN,* 2014-2017

ACADEMIC HONORS & MEMBERSHIPS

- Winner of the Creative Writing Contest, Union University, Fiction (1st) Nonfiction (1st) Poetry (3rd), 2017
- Winner of the Professor James Alex Baggett History Research Award (1st), 2017
- Who's Who Among Students in American Universities and Colleges, 2017
- Powell Study Abroad Scholarship, 2017
- International and Intercultural Studies Scholarship, 2017
- Union Ladies' Auxiliary Club Scholarship, 2016-2017
- Phi Alpha Theta, Secretary, 2015-2017
- Sigma Tau Delta, Vice-President, 2015-2017
- Rutledge Honorary History Club, Vice-President, 2014-2017
- Honors Student Association, 2014-present
- Union University President's List, 2014-present
- Academic Scholarship, 2014-present

TRAVEL

- Salzburg, Austria. Study abroad at the Salzburg College Program. Lived and studied in Austria for four months, living with a host family and studying with Austrian professors
- Britain, Czech Republic, France, Germany, Greece, Hungary, Italy, Luxembourg, and Switzerland. Traveled alone in Europe for a month
- San Ignacio and Belmopan, Belize. Biennial visits to family and friends, missions trips
- Mexico. Travel in various regions: Mexico City, Veracruz, Chetamal, etc
- Tikal, Guatemala. Vacation, research
- Toronto, Canada. Annual visits to friends, vacation in Algonquin Park
- New Brunswick, Prince Edward Island, and Nova Scotia. Visit friends, vacation.
- Continental United States. Travel in every state east of the Mississippi River and numerous western states.

VOLUNTEER WORK

- **Tutor and Child Care Assistant** for at risk children, Quinco Health Corporation, Jackson, TN, 2015-present.
- **After School Tutor and Mentor**, Finger Christian School, Finger, TN, 2010-2014.

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint); Microsoft Works
- Windows 7/10; Mac and PC
- Internet, email, and an efficient typist

SPECIAL SKILLS

- **Photography:** able to shoot, process, and develop high quality photographs
- **Multilingual:** functional knowledge of German and Spanish

MARTIN LANGFORD

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E-mail: langmar@yahoo.com

REFERENCES

Dr. Gene Fant

Associate Professor of English & Department Chair, Union University

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Dr. Barbara McMillin

Professor of English, Union University

Dean of the College of Arts and Sciences

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Mr. Bobby Rogers

Associate Professor of English, Union University

Faculty Sponsor for *The Torch*

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Dr. Cynthia Jayne

University Professor of Language, Union University

Director, *The Institute for International & Intercultural Studies*

Phone: 731.555.5358

E-mail: faculty@uu.edu

Kimberly Thornbury

Dean of Students, Union University

Phone: 731.555.5090

E-mail: faculty@uu.edu

Sara Horn

Former Director of Media Relations, Union University

Writer, LifeWay Christian Bookstore and Baptist Press

Phone: 615.555.2355

Allan Cain

Manager, Refreshments of Tennessee

Phone: 731.555.4055

Wang Xu

UU #5555 • 1050 Union University Drive • Jackson, TN 38305 • 731-555-4332 • student@yahoo.com

PROFILE

Hard-working, driven individual seeking a challenging position in human resources, importing, exporting and/or marketing. Encouraging leader and goal-oriented with good communication and listening skills. Multilingual with expertise in intercultural, organizational, and critical thinking skills.

EDUCATION

Master of Arts in Intercultural Studies with an emphasis in Business, May 2018

Union University, Jackson, TN **GPA: 3.4**

Bachelor of Arts in English with an emphasis in Education, July 2015

Yanbian University of Science and Technology, Yanji, China **GPA: 3.3**

Language: Chinese, English, and basic Korean.

RELEVANT COURSEWORK

- Major Intercultural courses: Intercultural Communication, Field Data Analysis and Strategic Planning, Capstone Seminar
- MBA courses: Management Information Systems, Ethical Management, Marketing Strategy, Organizational Systems

PROFESSIONAL WORK EXPERIENCE

Team Member Trainer, Target Store, Jackson, TN, 2017-2018

- Training new cashiers in cashiering techniques and selling Target credit cards; providing conflict-resolution

English Tour Guide, Yanbian International Travel Agency, Yanji, China, 2016

- The only English tour guide in the area with nation-wide certificate
- Assisting English-speaking tourists with language, sightseeing, and introducing Chinese culture

English Teacher, Yanbian University of Science and Technology, Yanji, China, 2014-2016

- Teaching English to Chinese-speakers to all different age groups
- Helping China and Germany Research Center with Chinese/Korean to English translation

Chinese Teacher, Yanbian University of Science and Technology, Yanji, China, 2014-2016

- Teaching non-Chinese speakers the Chinese language

OTHER EXPERIENCE

- Barista, **Starbucks at Target**, Jackson, TN, 2017
- Library Assistant, **Emma Waters Summar Library**, Union University, Jackson, TN, 2016-2017
- Cooking and Catering, Union Cafeteria, **Union University**, Jackson, TN, 2016-2017
- Secretary, **China and Germany Research Center**, Yanbian University of Science and Technology, Yanji, China 2016

LEADERSHIP EXPERIENCE

Vice President (2017-2018): International Student Organization, Union University, Jackson TN

- ISO is helping international students in the process of cultural transition and assimilation, catering to the individual needs of our members, and serve as facilitators for educational, social and cultural exchanges between US and the Union student body; **Duties:** Assisting with the meeting, and arranging other activities

HONORS

- *Great Team Winner for August 2017, Target* • *Great Team Hero for December 2017, Target*

ADDITIONAL SKILLS

Computer Skills: Microsoft Office, Windows 7/10 Professional, Email, Internet

Research: Utilized superior written and oral communication skills with the stress on motivation of team members to reach research goals

RÉSUMÉ SAMPLES

E.S.L.

Camero Diaz

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(731) 555-9867 · (731) 555-5688 · camd2001@yahoo.com

EDUCATION

Bachelor of Arts, May 2018

Union University, Jackson, TN

Majors: Biblical Studies, Teaching English as a Second Language **GPA:** 3.81

Provost's Academic Scholarship
Union University President's List
National Dean's List

Who's Who Among American College Students
Union University Dean's List
Dyersburg High School Valedictorian

RELATED EXPERIENCE

University Ambassador, Union University, Jackson, TN, 2017-present

Call prospective students, give tours, data entry, attend receptions, visit high schools to recruit, write notes to students, evaluate transcripts, assemble packets and mail-outs, record activity in student records.

Chi Omega Fraternity, Union University, 2014-present

Personnel Chair: preside over judicial meetings, educate chapter on rules and policies, encourage positive morale, facilitate workshops, plan graduation reception, regulate officer selection process, keep order in formal meetings, complete annual reports; **All Sing Coordinator:** choreograph dances, manage budget, schedule practices, delegate responsibilities, lead rehearsals, create theme and select music, costumes, and props; intramurals, variety show dancer, serve on executive council, work with advisory committee.

Student Assistant, Vice Provost's Office and Communication Arts Dept., Union University, 2015-present
Filing, faxing, copying, grading, shopping, mail outs, organization.

Panhellenic President, Union University, 2016

Facilitate meetings, create agendas, regulate Greek recruitment rules, interview and select recruitment counselors, book catering for recruitment parties, preside over rush infractions, create marketing brochure.

Advertising Manager, Campus Newspaper, Union University, Fall 2017

Solicited advertisers, handled contracts, sent invoices, created databases.

English Teacher, Brazilian Program, Union University, January 2016

Co-taught two English conversation classes to Brazilian high school exchange students, helped design curriculum, grading and assessment.

OTHER EXPERIENCE

Bible Study Leader, Centrifuge Camp, Lifeway, Nashville, TN, Summer 2017

Taught two Bible studies a day to class of 30 teenagers, lead a sports class, drama, stage manager.

Preschool Lead Teacher, Ridgecrest Baptist Conference Center, Ridgecrest, NC, 2016

Taught kindergarteners two lessons a day, planned recreation, responsible for staff of five.

Interim Youth Minister, First Baptist Church, Dyersburg, TN, 2015

Lead Wednesday night youth service, taught discipleship classes, facilitated parent and youth council meetings, planned summer camp for 90 people, booked transportation, housing, speaker, and musicians, planned other monthly youth events.

LEADERSHIP POSITIONS

- Senior Class Vice President
- Freshman Orientation Leader
- Junior Class Vice President
- Co-Chaplin of Cheerleading Squad

VOLUNTEER WORK

- Make-A-Wish Foundation
- Carl Perkins Center for Abused Children
- St. Jude Children's Hospital
- Sunday School Teacher

RÉSUMÉ SAMPLES

FAMILY STUDIES

Ashley L. Gossner

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EDUCATION

The Kanakuk Institute, Branson, MO, May 2018 – August 2019

- Fifteen-month intensive Seminary program “Equipping Leaders with Biblical Skills for a Lifetime of Ministry”

Union University, Jackson, TN, August 2014 – May 2018

- **Bachelor of Science in Family Studies**; Christian Studies Minor

PROFESSIONAL EXPERIENCE

Smalley Relationship Center, Branson, MO, October 2018 – April 2019

- **Secretary Assistant** – Filing, organization of supplies, typing, data entry

First Baptist Church, Branson, MO, September 2018 – April 2019

- **Youth Group Internship** – Team of eight interns; Coordinated weekly club meetings, fund-raising, planned various programs for 50 – 100 teens, small group leader, discipleship

RELATED EXPERIENCE

Kanakuk Kamps, Branson, MO, Summers 2016-2019

- **Dining Hall Discipleship Leader** (Summer 2019) – Trained thirty girls in dining hall, led Bible study, one-on-ones, supervised meal times, evaluated girls on their performance
- **Cook** (Summer 2018) - team of five; Prepared meals for 500 campers/staff
- **Dining Hall Discipleship Worker** (Summers 2016, 2017) – team of fifteen; Served meals to campers/staff, clean-up duties; Encouraged “adopted cabin” of campers

Centrifuge Support Staff, Union University, Jackson, TN, Summer 2018

- **Hostess** – Enforced rules with campers, acted as liaison for maintenance needs, inspected rooms

Self-Employed, Care-Taker, Jackson TN, 2014 – Present

Abercrombie & Fitch, Sales Associate, Rivergate, TN Summer 2014

ACTIVITIES

Boys & Girls Club, Branson, MO, September 2018 – April 2019

- **Big Brother/Big Sister Volunteer**- Weekly one-on-one ,meetings with underprivileged child

Chi Omega Fraternity, August 2014 – May 2018

- Weekly meetings; involvement with campus activities, community service; invested in forty girls

Women’s Cooperative Bible Study, Jackson, TN, September 2014 – May 2018

- Weekly Bible study with a group of females

Global Outreach Trip, Tunisia, May 2018

- Nine-day mission trip during spring break to North Africa; prayer walk

Senior Class Secretary, Jackson, TN, 2017 – 2018

- Weekly meeting with senior class officers; planned activities for seniors and senior gift

Life Groups Ministry, Jackson, TN, Fall 2017

- **Life Group Leader** – Partnered with a male leader to organize and lead a co-ed group of college freshmen in Bible study/fellowship time

HONORS

Most Valuable Member Award, April 2018

- Voted by peers of Chi Omega Fraternity; Well-rounded, dedicated senior

Senior Homecoming Court Attendant, Spring 2018

Ashley L. Gossner

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PROFESSIONAL REFERENCES

Katie Newman

Director of K-Kountry
Children's Christian Athletic Camp
417.555.5832

Cindy Cunningham

Director of Kanakuk Family Camp
Family Christian Camp
417.555.9029

Many Beth Niven

Administrative Assistant/Women's Ministry Coordinator
Campus Ministries @Union University
731.555.5062

Mike Headrick

Social Security Disability
The State of Tennessee
615.555.7327

Heinrick Glidenweld

8888 Calumet Drive • Jackson, TN 38305 • 731-555-6561 • glidenweldhein@hotmail.com

PROFILE

Vibrant, hard-working, driven individual seeking employment. Encouraging leader with good communication and listening skills. Contributing team player with efficient organizational and time management skills. Self-motivated, flexible, and a good listener.

EDUCATION

Union University

Bachelor of Science in Family Studies, May 2018

Minor in Psychology

Cumulative GPA: 3.67

RELATED EXPERIENCE

Intern, Youth Villages' Hobbs' House, Jackson, TN

Fall 2017

Hobbs' House is a community based residential group-home for adolescent males. Responsible for assisting the teacher counselor's in their work with the resident's. This included teaching life skill courses once a week, filling out psychosocial reports on new residents, and some basic counseling work.

Job Shadowing, Jackson-Madison County General Hospital, Jackson, TN

Winter 2016

Completed forty hours of job shadowing over the course of one month as part of a course in Community Social Service Experience. Through experience at the hospital, gained the opportunity to assist a full-time medical social worker in her responsibilities, while observing possible career opportunities in the medical-social field.

LEADERSHIP/PHILANTHROPY

Chi Omega Sorority

Campus Activities Director, Spring 2016-Spring 2018

- Coordinated all intramural athletic activities for our entire chapter. This included organizing teams, finding coaches, communicating with other Greek organizations, campus directors, and also working one-on-one with the university intramural director.
- Organized chapter events for Union University's Homecoming. Responsibilities included designing yard displays and banners, while designating duties to others on my committee as well. This also required closely working with faculty and administration.

Greek Olympics Chair, Fall 2016 and Fall 2017

- For two consecutive years, chosen to be the representative of chapter on Greek Olympics Committee, which consisted of one representative from each Greek organization as well as three members of the Union University administration.
- As part of this committee, assisted in the planning of this one-day event, but was also in charge of organizing teams for each event for Chi Omega.

Volunteer, Carl Perkins Child Abuse Prevention Center, Jackson, TN, Fall 2014-Spring 2018

- For the past four years, helped raise funds, organize, and participate in the annual Trick-or-Treat and Easter Egg Hunt. Events included dressing up on Halloween, playing with the children, feeding the children and having a time to share the Easter story with them.

LEADERSHIP/PHILANTHROPY CONTINUED

Volunteer, Make-A-Wish Foundation, Fall 2016-Spring 2018

- For the past two years, gained the opportunity to help raise funds for the Make-A-Wish Foundation, the national philanthropy for the Chi Omega Sorority. Coordinated 5K walks, nighttime fundraisers through the university and Family Weekend Fundraisers to help raise money to make wishes come true for cancer patients. Have met cancer patients through this philanthropy who are actually waiting to have their wishes granted. Chapter raised more money than any other organization on campus during a month long fundraiser campaign, reaching a total of \$5,000.

ACADEMIC SCHOLARSHIPS

- Union University Academic Scholarship
- Arkansas Baptist Foundation-Hammons Charitable Foundation Scholarship
- Tennessee Baptist Foundation-Annie and Sarah Alley Memorial Scholarship
- CenturyTel Scholarship
- Tennessee Baptist Convention Scholarship
- T.O. Siler Memorial Scholarship
- Adamsville Lions Club-Renon Varnell Matlock Scholarship
- Selmer First Baptist Church-Chris Graham Memorial Scholarship
- Jernigan Scholarship
- McCoy Scholarship
- Adamsville First Baptist Church Matching Scholarship
- Fred Delay Memorial Scholarship

ORGANIZATIONS

- Dean's List
- President's List
- Chi Omega Sorority
- Pi Gamma Mu
- Psychology Club

OTHER EXPERIENCE

Student Worker, Union University Wellness Center, Jackson, TN Spring 2016-Spring 2018

For the past five semesters, employee of the university wellness center. Responsibilities include customer service, light cleaning, and basic assistance with workout routines and fitness issues.

Cashier and Catering, Chef's Market & Café, Goodlettsville, TN Summer 2016-2017

As an employee of Chef's Market for two consecutive summers, trained as a cashier, specialty coffee maker, server and caterer. Learned how to work with various types of people and picked up some great customer service skills while an employee of this unique restaurant.

Student Worker, Union University Enrollment Services, Jackson, TN Fall 2014-Spring 2016

For one and a half years completed basic office work. Responsibilities included filing, typing, data entry, making phone calls to prospective students, and answering the telephone.

Daycare Assistant, First Steps Daycare, Adamsville, TN Summer 2014

Responsibilities included teaching pre-school classes and basically taking care of children ages two to ten years old.

Lindsay C. Ledger

UU 5555; 1050 Union University Drive; Jackson, TN. 38305
731-555-5893; lclcdg@hotmail.com

TEAM ENCOURAGER AND LISTENER WITH A DESIRE TO SERVE AND COMMUNICATE WITH OTHERS,
organized, hardworking, enjoys opportunities and expectations from management,
STRONG DESIRE TO PERFORM IN A TRUSTWORTHY WORK ENVIRONMENT WITH RESPONSIBILITY

EDUCATION

Bachelor of Science (B.S.) Family Studies Major, Music Minor, May 2018

Scholarships: Leadership Award

Academic Award

Newbern Church Endowed Scholarship

Activities: University Singers

Choral Union

Piano

Women's Cooperative Bible Study

PROFESSIONAL EXPERIENCE

Susie's Sweets; Newbern, TN; Summer 2015-Present

WEDDING RECEPTION ASSISTANT

- Assembly and upkeep of food displays
- Contributed to pleasant environment for guests
- Worked closely with supervisor and team members

Union University; Jackson, TN; Spring 2015

SECRETARIAL AIDE

- Communication with customers over 3 line phone system
- Reception of messages for workers
- Intercom system attendant

Self Employed; Dyersburg, TN; Fall 2012-Spring 2013

PRIVATE PIANO INSTRUCTOR

- Worked closely with a young adult student
 - Taught basic piano techniques
 - Weekly evaluation of student's progress
-
-

COMPUTER EXPERIENCE

Installation of programs; Microsoft Office; Mac Word;
easily learn any type of program operation; Internet/Email

ACTIVITIES & COMMUNITY SERVICE

Vacation Bible School for K-6th; Acteen Activators; Acteen Mission Trips; Nursing Home Weekly
Visitation; Hand bell Choir; Youth Chorus; Children's Chorus Assistant Leader; Wedding Piano
Performances

Lindsay C. Ledger

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REFERENCES

Mrs. Susie Dennison

Owner
Susie's Sweets
520 Locust Grove Road
Newbern, TN. 38059
(731) 555-3717

Mrs. Betty Jones

Piano Instructor
825 Sampson Avenue
Dyersburg, TN. 38024
(731) 555-7498

Dr. David Dennis

Professor of Piano
Union University
1050 Union University Drive
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Mrs. Kaye Ross

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RÉSUMÉ SAMPLES

FRENCH

JACQUES PIERRE

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Permanent Address: 1005 Voncile West Avenue • Tallahassee, FL 32303 • (850) 555-2357

E-mail: jpierre@juno.com

Blog: frenchtoast.wordpress.com

PROFILE

Bilingual professional with an enthusiasm for learning and acquiring new skills and a commitment to excellence. Proficient in French, with a working knowledge of Spanish. Widely traveled individual with much experience dealing with individuals of other nationalities who speak other languages.

EDUCATION

Bachelor of Arts in History and French with a minor in Human Studies, May 2018

Union University, Jackson, TN

GPA: 3.96

RELATED WORK EXPERIENCE

UNION UNIVERSITY, Jackson, TN, 2017-present

French and History Tutor, Learning Center

Explained historical concepts to students, helped people study for exams, willingly assisted others in learning French and history.

History Department Office Assistant

Conducted research for full-time professors, graded exams and other assignments, and served as office manager.

French Lab Assistant

Answered questions, directed conversations, planned and organized activities, assisted professor in various tasks.

Archivist Intern

Gathered and filed information, corresponded with different organizations regarding information donations, preserved documents, performed research for clients, assisted senior archivist in organizing and labeling the archive's materials.

INTERNATIONAL MISSION BOARD, Senegal, West Africa, Summer 2016

Volunteer (Secretary/Office Worker)

Translated English to French, directed research for a project, organized marketing and survey materials, and compiled and analyzed data.

COMMUNITY INVOLVEMENT

Habitat for Humanity; service projects for the elderly and disabled; put together Christmas care packages for Poplar Heights Children's Ministry; food preparation and food drive for church

TECHNOLOGY & COMPUTER SKILLS

Windows, Microsoft Excel, Microsoft Office (Word, Excel, and Access), Internet, Electronic Mail, and Efficient Typist

ACADEMIC HONORS, AWARDS & MEMBERSHIPS

National Dean's List, Mu Kappa, Rutledge Honorary History Club, All-American Scholar, Union University President's and Dean's List, Phi Alpha Theta, Alpha Chi, 3rd Place History Award

MOLLIE McBRIDE MALONE

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(731) 555-4962 • (931) 555-3103 • mmbmalone@juno.com

PROFILE

Highly self-motivated, efficient individual who can work well individually or on a team. Ethical, punctual, and extremely dependable.

EDUCATION

Bachelor of Science in Business Administration (B.S.B.A.) December 2018

UNION UNIVERSITY, JACKSON, TN

MAJOR: INTERNATIONAL BUSINESS

MINOR: FRENCH

CUMULATIVE GPA: 3.7

PROFESSIONAL EXPERIENCE

JACKSON WELDING AND MACHINE REPAIR, Jackson, TN, 2017-present

Office Manager

- ❑ Managed several accounts including business and personal.
- ❑ Applied customer payments to appropriate invoices.
- ❑ Established filing system to keep record of all accounts payable.

TENNESSEE FARM BUREAU FEDERATION, Columbia, TN, 2017

Claims Service Representative

- ❑ Received customer calls.
- ❑ Entered specific insurance claim information into the company's data entry system.

MADISON COUNTY FARM BUREAU NORTH, Jackson, TN, 2016

Customer Service Representative

- ❑ Applied customer payments to appropriate accounts.
- ❑ Prepared daily reports of payments received.
- ❑ Made appropriate changes to customers' auto and homeowner policies upon request utilizing the company's computer system.
- ❑ Filed all paperwork associated with policyholders' accounts.
- ❑ Provided proof of insurance documents to mortgage companies.

LEWIS COUNTY FARM BUREAU, Hohenwald, TN, 2012-2016

Customer Service Representative

- ❑ Received payments and applied them to appropriate accounts.
- ❑ Prepared auto quotes for existing customers.
- ❑ Made appropriate changes to customers' auto and homeowner policies upon request using the company's computer system.
- ❑ Filed all paperwork associated with policyholders' accounts
- ❑ Prepared proof of insurance documents for mortgage companies.

RELATED EXPERIENCE

TVA INVESTMENT CHALLENGE, Union University, Jackson, TN, 2016

- ❑ Researched corporate stocks listed on the S&P 500 for the purpose of investing.
- ❑ Made recommendations for the purchase of specific stocks based on research conducted.

INTERNATIONAL TRAVEL

- ❑ Rio de Janeiro, Brazil
 - ❑ Visited local schools and spoke to the student body.
 - ❑ Toured community, entering homes and speaking with residents.
- ❑ Bangkok, Thailand
 - ❑ Participated in an English Club that allowed Thai college students to come and practice English with native speakers.
 - ❑ Visited several classes and taught lessons about Western culture in English.

HONORS & ACTIVITIES

- ❑ University Scholar
- ❑ Union University Dean's List
- ❑ Freshman Council, Treasurer
- ❑ Life Group Leader
- ❑ Resident Adviser
- ❑ Prison Ministry Counselor, Jackson, TN

TECHNOLOGY SKILLS

- ❑ Windows
- ❑ Microsoft PowerPoint
- ❑ Microsoft Word
- ❑ Microsoft Excel
- ❑ Quicken/Quickbooks
- ❑ Internet & E-mail

REFERENCES

- ❑ Available Upon Request

P. Nasambi Ogolla

1050 Union University Drive • Jackson, TN 38305 • 731-555-0883 • nasapogolla@hotmail.com

Profile/Objective

Self-motivated, goal-oriented, and dependable team player seeking a challenging full time position in business. Strong communication and written skills in English, and French. Recognized for exceptional ability to work with people from diverse backgrounds. Able to build strong relationships with co-workers. Highly traveled, has been to most African countries as well as France, England, Spain, Italy, Brazil and Japan. Values professionalism, integrity, and honesty. Organized, diplomatic, and patient.

Education

UNION UNIVERSITY, Jackson, TN

Bachelor of Science in Business Administration December, 2018

Major: International Business Minor: French GPA: 3.30

Marketing Intern Spring 2007

DCA/DCPR

- Assisted Accounts Executive, president and new business specialist with day to day activities such as answering the phone, making FEDEX arrangements, and sorting mail
- Participated in ongoing projects and Assisted with and/or conducting research

Dickinson Art Gallery

- Assisted with Marketing and Promotion of events; wrote press releases
- Helped with daily operations such as sales and customer service

Professional Experience

Computer Lab Assistant, Union University, Jackson, TN: (2016– present)

- Help students troubleshoot computer problems.
- Answer phone calls and maintain printer.

Cashier, Caterer, and Server, ARAMARK, Jackson, TN: (2016 – present)

- Provide quality service to all patrons.

Guest Service Representative, Marriott Hotel, Pittsburg, PA: (Summer 2016)

- Assisted with front desk management.
- Answered phone calls and checked people in and out of rooms.

Interpreter/Translator, Valiant Services, London, England: (2014-2015)

- Provided information and customer assistance.
- Interpreted French, Swahili, and English for the British Immigration Office.

Customer Service Representative, Hilton Hotel, London, England: (2014-2015)

- Received hotel patrons, provided directions, and attended to patrons' needs.
- Answered phone and assisted with front desk duties.

Office Clerk, Hotel Sofitel, Paris, France: (2012-2014)

- *Performed receptionist duties and assisted with housekeeping duties.*

Receptionist, Kenya Pipeline Company, Nairobi, Kenya: (2012-2013)

- Answered and directed telephone calls to other offices and assisted customers as needed.

Computer Skills

- Windows, Microsoft Office, Microsoft Works; Internet, Email

Honors and Achievements

Individual

- The National Dean's List 2016; Tran south setter of the Year 2015-2016
- NAIA all Region, all conference 2015-2016

Team

- Tran south Tournament Champions 2016; Regular Seasonal Champions 2016
- NAIA Region XI Champions 2014; NCCAA National Champions 2015

RÉSUMÉ SAMPLES

GRAPHIC DESIGN

Sara Rogers

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rogs@juno.com

EDUCATION

Union University – Jackson, TN

- Bachelor of Arts in Art with a Minor in Business Management - December 2018 GPA: 3.44
- Primary Emphasis: Photography Secondary Emphasis: Graphic Design

Professional Experience

Career University (Union University), *Photographer* – Jackson, TN - October 27, 2018

- Photographed promotional and advertisement photos of workshops, mini career fair, and fashion show
- Worked collaboratively with director to capture diverse material

Owen Cobb Photography, *Intern* – Jackson, TN - Fall 2018

- Observed small photography studio operations
- Photo retouching on the computer
- Created flip albums and wedding albums
- Entered information into computer programs
- Assisted with various tasks

Artist Photo Shoots, *Photographer* – Nashville, TN - Summer 2018

- **Beau Bristow**: promotional and website photos (www.beaubristow.com)
- **Thursday Theory**: promotional, website, and press kit photos (www.thursdaytheory.com)

Jackson Fire Department, *Student Photographer* – Jackson, TN – 2017-2018

- Documented firefighters' lives with photographs
- Received Civilian Meritorious Award

The Arts Company, *Intern* – Nashville, TN - June 29 - July 3, 2017

- Changed exhibits in the gallery
- Inventoried artwork
- Hosted customers around the gallery
- Aided artists in the production of their work

True Love Waits Rally (LifeWay), *Photographer* – Nashville, TN - June 26, 2017

- Event photographer
- Published pictures on the Baptist Press's website and on *Lifelines* magazine

Computer Skills

Adobe Photoshop 7.0 • Zoombrowser • StudioMaster

Additional Skills

- Nikon Cameras (N75 • D100)
- Black/white film processing and printing

Scholarships and Activities

Union Association of Photographers (U.A.P.) 2005

- Founder and President 2018 • Active Member (present)

Tennessee Baptist Convention Scholarship, Academic 2015-2018

Alumni Leadership Scholarship, Academic 2015-2018

Honors

Civilian Meritorious Award, 2018 (For service to the Jackson Fire Department)

Sara Rogers

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PROFESSIONAL REFERENCES

- **J. Veneman, Director of Visual Communication and Photography**
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- **P. Sutton, English Professor at Union University**
faculty@uu.edu
Office: (731) 555-5319
- **J. Taylor, Assistant Dean of Students and Director, Vocatio Center for Life Calling and Career**
faculty@uu.edu
Office: (731) 555-5316
- **Owen Cobb, Owner of Owen Cobb Photography**
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Business Phone Number: (731) 555-1031

PERSONAL REFERENCES

- **Beau Bristow**
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Cell Phone: (615) 555-7368
- **Cathy Soares**
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Home Phone: (615) 555-6102
Cell Phone: (401) 555-6430
- **Diane Cobb**
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- **Bob Layman**
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RÉSUMÉ SAMPLES

HEALTH & PHYSICAL EDUCATION

Stephan Randal

Permanent Address: 955 Cherokee Drive • Martin, TN 38237 • (731) 555-2624

School Address: UU Box 5555 • 1050 Union University Drive • Jackson, TN 38305 • (731) 555-6548

Email: student@uu.edu

Highly dedicated and personable teacher candidate with much experience in the areas of Physical Education and sports. Seeking a teaching and coaching position that will utilize my skills in a manner that promotes the academic, social, and personal growth of students. Responsible, organized, and goal-oriented.

EDUCATION

UNION UNIVERSITY - Jackson, TN

Bachelor of Science, May 2018 **GPA 3.95**

Certification in Physical Education and Health (K-12)

Other Certifications: First Aid & CPR

PROFESSIONAL EXPERIENCE

Student Teaching: Spring 2018—CROCKETT COUNTY HIGH SCHOOL—Alamo, Tennessee

MILAN ELEMENTARY SCHOOL—Milan, Tennessee

- Developed and implemented lesson plans for Tennessee wellness curriculum and elementary physical education
- Worked with students in the classroom and gym setting one-on-one
- Prepared and administered tests and quizzes
- Assumed all other responsibilities of the cooperating teacher
- Assisted high school basketball coach in practices and work-outs

FIELD EXPERIENCE

Practicum: Fall 2017—CROCKETT COUNTY MIDDLE SCHOOL—Alamo, Tennessee

- Designed and implemented lesson plans for physical education
- Observed student behavior
- Supervised students in groups and pairs
- Administered classroom duties

Practicum: Spring 2017—NORTH SIDE HIGH SCHOOL—Jackson, Tennessee

- Observed student behavior
- Developed and implemented lesson plans in aerobics and fitness
- Helped students one-on-one

Practicum: Spring 2016—JACKSON CENTRAL MERRY HIGH SCHOOL—Jackson, Tennessee

- Observed classroom curriculum, management, and teacher-student interaction

Substitute Teacher: Winter 2018—WEAKLEY COUNTY DEPARTMENT OF EDUCATION—Martin, TN

Substitute Teacher: Winter 2017—MOUNTAIN HOME PUBLIC SCHOOL SYSTEM—Mountain Home, AR

RELATED EXPERIENCE

Coordinator for Female Independent Intramurals: Fall 2015-Spring 2018

UNION UNIVERSITY—Jackson, TN

- Organized teams for basketball, volleyball, flag football, softball, and various small sports
- Led try-outs and developed rosters
- Coached and supervised multiple teams
- Led 10 teams to championship games in the major sports and won 4 times

RELATED EXPERIENCE (Cont'd)

Adventure Recreation Facilitator: Summer 2017 & 2018

JONATHAN CREEK CAMP AND CONFERENCE CENTER—Hardin, KY

- Facilitated activities on Alpine Tower
- Led sport track time
- Lifeguarded all water sports including the pool, jet skis, trampoline, iceberg, and ski boat
- Operated ski boat with skiers and tubers
- Counseled one-on-one with students and promoted Christian growth

Upward Basketball Gym Facilitator and Coach: Winter 2015

FIRST BAPTIST CHURCH—Mountain Home, AR

- Set up gym facility for games
- Monitored referees and scorekeepers
- Set up sound system
- Coached a team

ADDITIONAL WORK EXPERIENCE

Office of the Registrar: September 2015-December 2018

UNION UNIVERSITY—Jackson, TN

- Compiled data on Excel from transcripts evaluated by the Registrar for all Union transfer students
- Processed transcripts
- Assisted students with information concerning academic affairs

HONORS & ACTIVITIES

College:

- Union University Intramural Female Athlete of the Year -2016
- Who's Who Among American Colleges and Universities
- National Collegiate Physical Education & Health Award Winner
- All-American Scholar Collegiate Award Nominee
- University President's List
- Alpha Chi Honor Society
- Sigma Delta Fraternity (for Physical Education, Sport Management, and Sport Marketing)
Vice-President 2016-2018, Treasurer 2015-2016
- Secretary of the Student Activities Council for the Tennessee Alliance for Health, Physical Education, Recreation, and Dance (TAHPERD) 2018-2018
- TAHPERD James E. Ward Student Honor Award
- GO (Global Opportunity) Trips –Mission trips to Honduras, Central America and Tunisia, Africa
- Mentor for Youth Group
- Disciple Now Youth Leader (Tennessee—3, Texas—2, and Kentucky—1)
- LIFE group leader
- Klemata Women's Bible Study leader

Mountain Home High School:

- Summa Cum Laude
- All-State & All-Conference—Basketball
- Best Offensive Player—Basketball
- Most Improved Player—Basketball
- All-Conference—Volleyball
- Best Hitter—Volleyball

Stephan Randal

Permanent Address: 955 Cherokee Drive • Martin, TN 38237 • (731) 555-2624

School Address: UU Box 5555 • 1050 Union University Drive • Jackson, TN 38305 • (731) 555-6548

Email: student@uu.edu

REFERENCES:

Coach Mark Campbell

Head Women's Basketball Coach

Union University

Jackson, TN

731.555.5344 (office)

Coach Lyle LaRue

Head Girl's Basketball Coach

Crockett County High School

Alamo, TN

731.555.4525 (school)

731.555.3472 (home)

Charlotte Elder

Marketing Specialist

Jonathan Creek Camp & Conference Center

Hardin, KY

270.555.8355 (work)

270.555.8292 (home)

Mrs. Suzanne Mosley

Director of Student Outreach

Union University

Jackson, Tennessee

731.555.5244 (office)

731.555.7955 (home)

Dr. Linn Stranak

Department Chair, Physical Education

Union University

Jackson, Tennessee

731.555.5288 (office)

Emily Pearson

900 Mt. Gilead Rd • Cedar Grove, TN 38321 • (731) 555-3826 • emilypear@hotmail.com

Goal-oriented professional seeking a challenging position where I can utilize my expertise in Education and Human Studies. An excellent communicator with people of diverse ages, abilities, and backgrounds. Experienced trainer/educator in goal-setting and conflict resolution. Self-motivated with a strong sense of commitment to excellence. Team leader/player with an innate ability to work well under pressure and without direct supervision. Creative, focused, honest, determined, and dedicated.

Education

UNION UNIVERSITY, JACKSON, TN

Bachelor of Science Degree, May 2018

Major: Physical Education & Health **Minor:** Human Studies

Work Experience **BOYS & GIRLS CLUB, JACKSON, TN, 2018- 2019**

Outreach Director

- Instructed various character development classes
- Supervised and monitored core programs and daily activities
- Helped with planning and supervising of special events and programs
- Assisted with staff training and staff workshops
- Assisted with formatting and developing program schedules and activities
- Worked with community leaders and with other organization

SPECIAL OLYMPICS, JACKSON, TN, 2015-2018

Activities Assistant

- Trained physically/mentally challenged participants in various aspects of competition
- Worked patiently with ADHD participants to achieve discipline
- Assisted with events planning and development for the Special Olympics
- Assisted students with activities such as ball handling drill, shooting progression, coordination drills
- Served as referee, scorekeeper, and clock worker

UNION UNIVERSITY LADY BULLDOGS CAMPS, JACKSON, TN, 2014-2017

Camp Instructor

- Provided customer service and assistance to participants' parents and teachers
- Served as coach, referee, and devotional leader
- Worked with participants on goal-setting for their education and everyday lives
- Helped plan and monitor day and night sports activities
- Supervised and monitored campers in overnight camps
- Taught positive value system and ethical behavior among participants
- Supported spiritual well being for participants of all ages, races, and communities

LEROY SOMER, LEXINGTON, TN, 2014

Office Assistant

- Computer assistance, data entry, and file/database maintenance
- Data retrieval and information sharing
- Stocking and sorting materials in departments

Related Courses **CHILD GROWTH & DEVELOPMENT • INTRODUCTION TO PSYCHOLOGY**

Developmental Psychology

Adolescent Psychology

Survey of Exceptionalities

Psychological Foundation of Education

Computer Skills Windows • MS Office-Word, PowerPoint, Excel • Internet/E-mail

Emily Pearson

900 Mt. Gilead Rd • Cedar Grove, TN 38321 • (731) 555-3826 • emilypear@hotmail.com

References

Mark Campbell

Head Women's Basketball Coach
Union University
Jackson, TN
Phone: (731) 555-5344

Jacqueline Taylor

Associate Director, Vocatio Center for Life Calling and Career
Union University
Jackson, TN
Phone: (731) 555-5382

Dennis Ray McDaniel

Henderson County Executive
Henderson County Court House
Lexington, TN
Phone: (731) 555-0122

Timothy Rogers

Assistant Principal
Lexington High School
Lexington, TN
Phone: (731) 555-9371

RÉSUMÉ SAMPLES

HISTORY

Heather Maxwell

521 Ridgecrest West Dr. • Mt. Juliet, TN 37122
School - 731.555.4762 • Cell - 615.555.3416 • hmax@hotmail.com

Profile/Objective:

Dedicated, honest educator seeking a position in History 7-12. Hands-on classroom manager who enjoys serving as a positive example and helping students learn history through motivation and service within the class, school, and community.

Education:

Union University-Jackson, TN

Bachelor of Arts, May 2018, G. P. A. (3.9)

Majors: History and Youth Ministry

Certification in History 7-12

Mt. Juliet High School-Mt. Juliet, TN

Honors Diploma, May 2014

Related Experience:

Day Camp Director, First Baptist Church Joelton, Joelton, TN, 2015-2016

- Supervised a team of four adults and five youth
- Taught daily bible stories, crafts, music, and games
- Communicated with parents, employees, and children the structure of the program
- Pioneered the *Day Camp Program* at First Baptist Church

Observation Teacher, Humboldt Jr. High, Humboldt, TN, 2015

- Observed an experienced teacher working with 7th graders (*20 hours*)
- Learned how to effectively manage a classroom of thirty students
- Discovered the teacher's techniques on how to motivate students to learn

Honors and Activities:

Student Tennessee Education Association

President, Phi Alpha Theta

Kappa Delta Pi

Vice-President, Rutledge Honorary History Club

Alpha Chi

Youth Ministry Association

President's List

Who's Who among American High School Students

Dean's List

Other Work Experience:

Secretary, Hughes Supply, Nashville, TN, 2017-present (As needed basis)

Student Worker, UU Institutional Advancement, Jackson, TN, 2016-2017

Office Manager, Dance Centre of Hermitage, Hermitage, TN, 2010-2014

Community Service and International Travel:

YMCA Volunteer, Jackson, TN

London and Paris, Spring 2015

VBS at various churches, Nashville, TN

Australia and New Zealand, Summer 2011

Toy Store Volunteer, Nashville, TN

Technical Skills:

Windows XP

Microsoft Access

Adobe PageMaker

Microsoft Word

Microsoft PowerPoint

Databases Entry

Microsoft Excel

Microsoft Publisher

Internet/Email

Heather Maxwell

521 Ridgecrest West Dr. • Mt. Juliet, TN 37122
School - 731.555.4762 • Cell - 615.555.3416 • hmax@hotmail.com

References:

Stephen Carls, Department Chair of History
Union University
facitu@uu.edu
731.555.5262

Judy LeForge, Professor of History and Education Advisor
Union University
faculty@uu.edu
731.555.5296

Terry Lindley, Academic Advisor
Union University
faculty@uu.edu
731.555.5258

Belinda Moss, Advancement Secretary
Union University
Faculty@uu.edu
731.555.5208

Roger Glidewell, Professor of Youth Ministry
Union University
roger@globalyouthministry.org
731.555.0500

DeLisa Hayes, Secretary
First Baptist Church Joelton
delisa@fbcjoelton.org
615.555.0527

Greg Fuller, Youth Minister
Parkway Baptist Church
greg@parkwaybc.net
615.555.2325

NIKOLO PAVLOVIC

1050 Union University Drive • UU Box # 5555 • (731) 555 6149 • nkpavlov@yahoo.com

Profile

Creative and quick thinker-learner, who is self-motivated, organized and an overachiever. Strong desire to extenuate knowledge into more areas. Goal oriented with an ability to handle difficult situations tactfully. Multilingual with strong communication, intercultural, organizational and critical thinking skills.

Education

Bachelor of Science in History May 2018
Union University, Jackson, TN
Comprehensive Major: **History** Minor: **Intercultural Studies**

Also completed three years of studies (senior) at the *University of Nis* (Serbia and Montenegro) majoring in **History**. (2012-2015)

Languages: English, Serbian (Croatian, Bosnian, Macedonian, Bulgarian), Latin, Old Slavic, and French

Professional experience

- **Computing Services Assistant** (2016-2018), *Instructional Technology and Computing Services*, Union University, Jackson, TN
Communicating with the professors and faculty staff via e-mails and telephone and assisting them with computer problems, scanners, PowerPoint presentations. Making appointments and organizing presentations for classes, guest speakers and conferences. Training, teaching, and demonstration topics for undergraduate program in computer science.
- **Library Assistant** (2015-2018), *Emma Waters Library*, Union University, Jackson, TN
Acquisition of books; Researching and organizing information for slides; Managing the library mail.
- **Catering Services** (2015-2016), *Union University Cafeteria*
- **Sales/Marketing Associate** (2012-2015), *D.O.O. Robne Kuce Nis*, Nis, Serbia and Montenegro
Traveled throughout the country as the representative of the company. Making contracts with other companies, advertising the products (organizing promotions, commercials, advertisements in smaller stores).
- **Teacher**, (Spring 2012), *High School 9th May, Nis, Serbia*
Received training by a mentor from University of Nis; taught all grades.

Activities/Honors/Community Service

After three years of studying at University of Nis in Serbia and Montenegro, came to the United States on a full soccer scholarship in 2015. To cover living expenses and financially support family back home, worked 20-30 hrs/week handling a full class-load, everyday soccer practices, and in the meanwhile successfully maintained a good academic standing. With Union University soccer team won many tournaments including the **NCCAA National Championship** in 2015 (selected to **All Tournament Team**).

- **Internship, International Marketing Research** (Winter 2017), Business Administration, Union University, Jackson TN
Conducted research on the public opinion about the biggest markets in Serbia (like Wal-Mart, Kroger); field work, surveys, and meetings with managers of the markets.
- **Internship, International Business Research** (Summer 2016), Business Administration, Union University, Jackson TN
Conducted research about the economic and political structure in Serbia--compared to the USA; Wrote reports, and entered data on the influence of culture and politics on the economy.
- **Internship, Education Research** (Summer 2016), Business Administration, Union University, Jackson TN
The college system and structure of the University of Nis (Serbia); survey conducted on students and faculty staff; the main conduct: the reliability of the University of Nis as the educational institution
- **Coach**, (since 2016) Jackson Soccer Club, U-12 boys - Won several tournaments in Tennessee in 2016 and 2017
- **Full athletic (soccer) scholarship**, NCCAA National Championship Team, Union University, Jackson TN

Presentations

- **Geography**, Fall 2016
Presented history, culture, tradition, and social life of Serbia and Montenegro; used video clips, and pictures
- **Political Science**, Spring 2016
Simulation of the United States Congress, representative of political party

Technology Skills

- Computer skills (Microsoft Office, E-mails, Internet)
- Research Projects; Superior written and oral communication skills with the stress on motivation

Jana History

1050 Union University Drive, UU 0012, Jackson, TN 38305
(232) 777-1111 • jana_history@aol.net

Education

Union University, Jackson TN, May 2018

Bachelor of Arts in History

Minors: *Spanish Literature & Interdisciplinary Honors* • **GPA: 3.81**

Universidad Antonio de Nebrija, Madrid, Spain

Hispanic Studies, 12 credit hours earned

Independence High School, Thompson's Station, TN

Honors Diploma, May 2014

Honors & Scholarships

- National Merit Scholar
- Provost Scholar at Union University
- Advanced Placement Scholar with Distinction
- President's List, Fall 2014
- Dean's List, Spring 2015- present
- Interdisciplinary Honors Thesis, completed and defended, May 2018
- First Prize Winner, James Alex Baggett History Research Paper Competition, for submission of honors thesis, May 2018
- *Cultural Exchanges Abroad* Foreign Language Scholarship, Essay Contest Winner, 2017
- J M Powell Scholar for Study Abroad, 2017
- Institute for Intercultural Studies External Study Scholarship recipient

Related Experience

Tutor and Translator, Doulos Mentoring Program, Englewood Baptist Church, 2017-present

As a volunteer tutor for at-risk children from public elementary schools, I focus on working with young children in reading, writing, and basic math skills. My responsibilities include setting educational goals for students, organizing and running activities, evaluating their progress, and rewarding good behavior with privileges and monthly field trips. As a translator, I work with the parents of our Spanish-speaking students, explaining the logistics of the program (especially the schedule, structure of the program, and organizing transportation), the extra activities and trips, and their students' progress.

Writing Tutor, Union University Honors Program, 2016-present

I conduct regular meetings where honors students come to me for help with coursework, especially with papers. I guide them through each step from brainstorming to developing a thesis, constructing outlines, supporting their theses with evidence, organizing papers to make sure the ideas transition well, and editing both grammar and content. I work primarily with underclassmen, but have also edited my peers' work. I am comfortable discussing and editing writing at any level.

Sailing Instructor, Big Tree Boating of Islesboro, Maine, 2015-present

My experience teaching small boat sailing has convinced me that I want to teach long term, and has confirmed that I find the work deeply fulfilling. Throughout the summers, I organize daily lesson plans and teach classes on basic seamanship, small boat handling, sail theory, and racing to all ages and skill levels from children to seniors. Because the classes are small, I tailor the lessons to fit the unique needs and abilities of each sailor. I guide students through weeklong courses throughout the three-month season, monitoring their progress and determining when they are ready for the next level offered. It's my responsibility to evaluate students' progress with a weekly test and discern whether or not they've gained the confidence and capability to be safe and successful on the water. While I often hold classes as the sole teacher, I am also comfortable working closely with co-teachers for larger groups and coordinating with a group of instructors to organize daily practices and races.

Related Experience (Cont'd)

Pre-school Depart. Asst., Fulfill Semester Missionary Program, Englewood Baptist Church, 2017-present

I volunteer five hours a week as an assistant to the Director of Preschool Programs and Mother's Day Out in addition to several hours of meetings and training sessions each week. The program teaches students how to be leaders by a very practical, hands-on approach where we learn directly by the example of our supervisors, who act as our mentors. My work includes office errands (typing documents, copying, printing, organizing, doing mailings, and filing), accompanying my Director to meetings and events with both staff and parents. When needed, I also help take care of preschoolers.

Community Leader, Mission Jackson program, Englewood Baptist Church, 2015-present

As a volunteer leader, I organize weekly lessons and programming for community children in lower-income neighborhoods. With several co-teachers, I teach young children a brief lesson and a hands-on activity. As one of the only bilingual team members, I play an important role in translating for Spanish-speaking families.

Small Group Leader, Klemata Bible Study, 2015-present

As a leader of school-sponsored studies, I participate in training sessions throughout the year, planning and organizing meetings throughout the Spring semesters. Each week, I teach a lesson and lead discussion over the texts.

Teaching Experience/Classroom Observation

- ***St. Matthew's Catholic School, Franklin TN, 2018***
Observed 1st, 2nd, 3rd, and 4th grades and a kindergarten Spanish class. I also helped correct student work in the 1st grade.
- ***Islesboro Central School, Islesboro Maine, 2018***
Observed 3rd, 4th, 5th, 6th, 7th, and 8th grades, and some high school electives. I also participated in a music class and helped during 5th and 6th grade band practice.
- ***Augustine School, Jackson TN, 2017***
Observed 3rd, 4th, and 5th grade.
- ***New Hope Academy, Franklin TN, 2016***
Assisted in teaching 2nd and 3rd grade and observed 5th grade.

Philosophy of Education

From my own educational experiences, I have learned the vital role that teachers can play in inspiring a lifelong love of learning in their students. I pursued Spanish studies, for example, mainly because I had excellent teachers who cultivated my love of the language. My tenth grade Spanish teacher stands out as a particularly important influence in my life. He acknowledged my gifting for learning languages and provided me with every opportunity to succeed, even meeting with me before school to give me special instructional sessions to prepare me for the National Spanish Exam. When I placed fifth in the state, he lauded my success and motivated me to continue in my studies, seeing Spanish as a useful way to minister to people in need.

I hope to develop into an excellent teacher and inspire my students to love learning and grow into independent thinkers. As an academically exceptional student, I am deeply grateful to instructors who provide individualized education where appropriate by modifying content, material, strategies, assessments, and methods. I owe much of my educational success to the personal attention the positive effects of teachers who did so for me.

RÉSUMÉ SAMPLES

HUMAN STUDIES

BRIAN FORREST KEY

Address: 1234 Lisa Marie Cove • Bartlett, TN 38133 • **Phone** 901-555-7001
Cell 901-555-0547 • **email** bfkey@aemail4u.com

PROFILE:

Goal oriented team/leader. Committed to building relationships and helping others through genuine communication and excellent service. Enjoys being around others while working together to achieve set goals. Personable, dedicated, organized, and dependable.

EDUCATIONAL PREPARATION:

Bachelor of Science in Psychology (B.S.) May 2018
UNION UNIVERSITY, Jackson, Tennessee
Minor: Human Studies

WORK EXPERIENCE:

- **Memphis Botanical Gardens**, 2017 - (maintained the Sensory Garden)
- **JR Corzine and Landscaping Services**, 2016 - (construction clean up)
- **Office Evolutions**, 2014-2015 - (built modular office furniture)
- **Don Pablo's Mexican Restaurant**, 2013 - (server)
- **Pepperidge Farm**, 2011-2013 - (ran a bread route)
- **Cooper Moving**, 2011 - (mover)

MAJOR ACCOMPLISHMENTS:

- DCI World Finalist, Delta Brigade, 2010
- Captain of High School's Wrestling Team, 2008-2011
- **Most Valuable Player:** 2008-2011; **Most Improved Wrestler:** 2007
- Section Leader of High School's Drum line, 2010-2011

CURRENT ACTIVITIES:

Instructor of Brazilian Jiu-Jitsu, Memphis Karate Institute

COMPUTER SKILLS:

Windows • Microsoft Word • Internet & Email

LORI DENISE FRANKLIN

555 North Hays • Jackson TN 38301 • **Phone:** (731) 555-2127 • **Cell:** (731) 555-4691

Email: *ldf@earthlink.net*

OBJECTIVE

To be a confident professional social worker while obtaining hands-on experience with clients. A team player fully capable of following through on all tasks with efficiency. Excellent organizer with good time management and communication skills. Empathetic with a strong commitment to helping others.

EDUCATION

Bachelor of Social Work (B.S.W.) with a Minor in Human Studies, May 2018

Minor: Human Studies

Received Colin Powell Academic Scholarship

Received Social Work Program Academic Scholarship

UNION UNIVERSITY, Jackson, TN

Associate of Applied Science (A.A.S), May 2016

JACKSON STATE COMMUNITY COLLEGE, Jackson, Tennessee

PROFESSIONAL EXPERIENCE

FAMILIES IN ACTION, JACKSON, TN, January-2016-Present

Executive Director

- Manage financial expenditures up to \$30,000 annually
- Coordinate and oversee youth programs
- Advocate for social and economic justice
- Work collectively with other social organizations within the community
-

DEPARTMENT OF CHILDREN'S SERVICE'S (DCS), Jackson, TN 2018

Internship

- Observed Child and Family Team Meetings (CFTM)
- Assisted the Recruitment Unit with the planning of a Recruitment Fair
- Designed child-specific postcards

PETSMART, JACKSON, TN, March 2014-February 2018

Sales Associate/Customer Service Representative

- To prevent loss of merchandise and funds
- To assist in the training of other employees
- To maintain a safe working environment

UNITED HEALTHCARE, Duluth, GA December 2011-May 2013

Customer Service Representative/Mail Clerk

- Trained co-workers to effectively operate mailroom equipment, ordered supplies,
- and maintained a safe working environment
- Developed a manual that accurately described the duties required to run the mailroom

MILITARY EXPERIENCE

UNITED STATES AIR FORCE, Biloxi, MS, April 2010-August 2011

Airman 1st Class

- Filled in as a receptionist for Commander Support Staff.
- Administered the required procedure for accurately processing military members within the squadron
- Resolved problems by analyzing and interpreting policies and procedures

VOLUNTEER EXPERIENCE

JONAH (Just Organize Neighborhood Area Headquarters), Jackson, TN, July 2007-January 2010

Administrative Assistant

- Participated in securing grants and writing proposals for the organization
- Planned meetings, presented at public speaking engagements, and delegated specific tasks

JACKSON MADISON COUNTY SCHOOL SYSTEM

Volunteer: Completed 40 hours of community social service

JACKSON MADISON COUNTY AMERICAN CANCER SOCIETY

Volunteer Advocate: Served as advocate for the organization

Organizer: Spanish class for inner city children to teach 3-4 year olds to improve bi-lingual skills

Nursing Home Volunteer: Spent quality time with elderly

COMPUTER SKILLS

Windows
Microsoft PowerPoint
Microsoft Word
Internet & Email

SPECIAL SKILLS

Presentation & Public Speaking skills
Excellent organizational and time management skills
Experienced as both an employer and employee

INTERESTS

Sport: basketball, tennis, volleyball
Reading and writing
Enjoy music and art

LORI DENISE FRANKLIN

555 North Hays • Jackson TN 38301 • **Phone:** (731) 555-2127 • **Cell:** (731) 555-4691

Email: ldf@earthlink.net

PROFESSIONAL REFERENCES

Alan Barnett/Athletic Director

Dyersburg State College
845 Westwood Drive
Jackson TN 3801

Home: (731)555-1263

Office: (731)555-259

Mary Ann Poe

Director of the Social Work Program

Union University
1050 Union University Drive
Jackson TN 38305

Home: (731)555-5738

Office: (731)555-5397

Shirley Richmond/Executive Director

Jonah Affordable Housing Organization
P.O. Box 7

Jackson TN 38302

Home: (731)555-2022

Office: (731)555-0817

Roslyn Wilson

Associate Professor of Social Work

Union University
1050 Union University Drive
Jackson TN 38305

Home: (731)555-9301

Office: (731)555-5393

Dawn Joy Starch

School Address: UU 5555, 1050 Union University Drive • Jackson, TN 38305 • 731.555.4864

Permanent Address: 707 Gideon Street • Athens, TN 37303 • 423.555.3848

Email: djstarch@hotmail.com

Enthusiastic, personable, creative individual who enjoys working in a team environment. People oriented and committed to building relationships with others through effective communication skills and leadership. Dependable, detail oriented, and task oriented. Hard worker who follows through on tasks with efficiency.

EDUCATION

Bachelor of Arts in Christian Studies, May 2018, UNION UNIVERSITY, Jackson, TN

G.P.A.: 3.1

Minor: Human Studies

PROFESSIONAL EXPERIENCE

Customer Service, Gold's Gym, Jackson, TN, 2016-Present

General office duties, assist customers, clean/fold towels, direct customer concerns to upper level management, promote membership to prospective clients.

Union University Testing Services, Jackson, TN, 2014-Present

Administer standardized tests (ACT, CLEP, PRAXIS), prepare workstations for test examinees, proposed improvements in organizing student registration, distribute testing manuals to proctors, maintains confidentiality.

Recreation Facilitator and Team Building Leader, Crossings at the Creek: Jonathan Creek, Camp and Conference Center, Hardin, KY, Summers of 2016-2017

Developed and taught Bible Study curriculum, assisted Bible Study teachers, lead and supervised recreation activities (belaying, water sports, arts and crafts), established relationships with campers, promoted camp to prospective staff members and campers through various speaking engagements, marketing materials, planned weekly fellowships and recreational activities, counseled students.

Volunteer Project Coordinator, Day of Remembrance Community Service, Union University, Jackson, TN, 2016

Assembled a team of six students, contacted the Mission's Convalescent Home Resident Director, organized work project, assigned students service duties.

Office Assistant, McMinn County Court House Property Assessor's Office, Athens, TN, January 2015-2016

General office duties, researched property assessments for customers, recorded and updated assessments, organized property records, assisted office staff.

HONORS/ACTIVITIES/COMMUNITY SERVICE

- Servant Leadership Award
 - Alumni Leadership
 - Life Group Leader
 - Disciple Now/Revival Team Leader
 - Global Opportunities-Illinois
 - Christian Studies Student Council
 - Discipleship Leader, Jackson First Baptist Church
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TECHNOLOGY SKILLS

Microsoft Office (Word, Excel, Access, PowerPoint) • Internet/Email • Digital Photography

Dawn Joy Starch

School Address: UU 5555, 1050 Union University Drive • Jackson, TN 38305 • 731.555.4864

Permanent Address: 707 Gideon Street • Athens, TN 37303 • 423.555.3848

Email: djstarch@hotmail.com

REFERENCES

Todd Brady, Minister to the University

Union University
1050 Union University Drive
Jackson, TN 38305
faculty@uu.edu
731.555.5161

Dr. George Guthrie, Department Chair and Professor of Christian Studies

Union University
1050 Union University Drive
Jackson, TN 38305
faculty@uu.edu
731.555.5264

Brad Lauer, Associate Director

Jonathan Creek Camp and Conference Center
3043 Beal Road
Hardin, KY 42048
bradlauer@jonathancreek.org
270.555.8355

Cindy Shirley, Director of Testing Services

Union University
1050 Union University Drive
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faculty@uu.edu
731.555.5487

Steve Roten, General Manger

Gold's Gym
106 Carriage House Drive
Jackson, TN 38305
731.555.8888

RÉSUMÉ SAMPLES

INTERCULTURAL STUDIES

Lindsay Wilson

Home: PO Box 555, Ellendale, TN 38305 Phone: 731-555-0277 Email: lwil@msn.com

Well-traveled, having been to twenty-seven countries and five continents. Strong desire to work with people of other cultures and nationalities. Organized, honest, and a team player with excellent communication skills, both oral and written.

Education

Union University, Jackson, TN

- B.A. in Intercultural Studies with a Global Emphasis
- *Anticipated Graduation Date:* May, 2018
- *Current Cumulative GPA:* 3.517
- Who's Who Among American Universities and Colleges
- Union University Rising Star
- NAIA TranSouth All-Academic Team
- Dean's List

Rosslyn Academy, Nairobi, Kenya

- High School Diploma

Experience

Guest Services Representative: Comfort Inn Hotel, Jackson, TN (2016-Present)

- Front Desk Management, including checking people in and out of rooms and answering the phone, provided excellent customer service

Union University, Jackson, TN (2014-Present)

- *Pool Lifeguard*; CPR and First Aid Certified
- *Wellness Center Assistant*; Weight Room Management, including guest services and answering the phone

Internship: Pact-Kenya's Sudan Country Program, Nairobi, Kenya (June-July 2017)

- Participation in two programs, the Water for Recovery and Peace Program (WRAPP) and the Sudan Peace Fund (SPF)
- Field work in a human rights and child protection training in Agok, Southern Sudan
- Report writing and editing/revision

Memberships

- Student Government Association Senate Representative
- International Justice Mission (Union University Chapter)
- Pi Gamma Mu (Sociologists in Motion)
- Varsity Women's Soccer
- Mu Kappa
- Student Activities Council

Computer Skills

- Windows, Microsoft Office (Word, Excel, PowerPoint), Microsoft Works, Internet, Email

ROBERT C. HOYT

School Address: UU Box 5555 ▪ 1050 Union University Dr. ▪ Jackson, TN 38305
Permanent Address: 4855 Ridge Oak ▪ Jackson, TN 38305 ▪ **Cell:** 818-555-0442
Email: rchoyt@yahoo.com

SEEKS CHALLENGES, FAST-LEARNER, AND ENJOYS HANDS-ON WORK AND HEAVY LIFTING. ORGANIZED AND METICULOUS YET EASY-GOING. DESIRE TO WORK WITH PEOPLE OF ANY CULTURE OR NATIONALITY AND WOULD LOVE TO PUT SPANISH SKILLS TO PRACTICE.

EDUCATION

BACHELOR OF ARTS, **UNION UNIVERSITY, JACKSON, TN** EXPECTED GRADUATION: **MAY 2018**
MAJOR: **INTERNATIONAL AND INTERCULTURAL STUDIES (G.P.A. 3.8)**

WORK EXPERIENCE

Paradies Shops, Cashier, Memphis, TN, 2015-2016

Greeting customers, using cash register, unloading and stocking shelves, cleaning facilities

OWNER'S CLUB SKI VILLAGE CHALET, POOL ATTENDANT & MAINTENANCE, GATLINBURG, TN, SUMMER 2015, 2016

Maintenance and sanitation of pool, signing in guests, lawn care, putting chemicals in pools, cleaning facilities, painting

ARAMARK FOOD INDUSTRIES, CATERER, CASHIER, AND SERVER, JACKSON, TN, 2014-2016

Serving students and customers, teamwork, using cash register, preparing food, sanitation

WAL-MART, CASHIER, SOFTLINES DEPARTMENT, CRESTON, IA, 2012-2014

Assisting with customer needs, working well with other associates, helping in Electronics, Jewelry, and in Layaway, price labeling, creating modules of clothing and tickets, facing clothing; scanning and bagging items

Wyndike Country Club, Snackbar Attendant, Memphis, TN, Summer 2011

Taking care of customers, working well with associates, ordering food, using the cash register, restocking machines, and room sterilization

RELEVANT COURSEWORK

- Intercultural Exp. (Study Abroad in Spain: Jan. 2007)
- Spanish Composition and Grammar
- Spanish Conversation and Grammar
- Politics of Developing Nations
- Democratization and Human Rights
- Social and Economic Justice
- Social Diversity and Inequality
- Intercultural Communication

ATHLETICS

- Tennis 2010-2011 (J-V), 2011-2014 (Varsity)
- Basketball 2011-2012, 2013-2014 (J-V Captain)
- Kickboxing 2012-2013

HONORS/AWARDS

- Student Government, 2013-2014 (Fundraising Chair)
- National Honor Roll, 2011-2014
- Who's Who Among AHSS Award, 2011-2014
- Local Youth Leader, 2012-2014
- FCCLA District Officer, 2012-2013
- English Merit Award, 2012-2013
- Academic Scholar Award, 2012-2013
- Presidential Award in Academic Excellence, 2010

ROBERT C. HOYT

School Address: UU Box 5555 ▪ 1050 Union University Dr. ▪ Jackson, TN 38305
Permanent Address: 4855 Ridge Oak ▪ Jackson, TN 38305 ▪ **Cell:** 818-555-0442
Email: rchoyt@yahoo.com

PROFESSIONAL REFERENCES

Dr. Cynthia Jayne (Professor)

1050 Union University Drive, Box 5555, Jackson, TN 38305
(731) 555-5358

Michelle Little (Aramark Manager)

1050 Union University Drive, Jackson, TN 38305
(731) 555-5303

Tami Sentz (Owner's Club Manager)

35 South Baden Drive, Gatlinburg, TN 37876
(865) 555-9020

Dr. Stephen Carls (Professor)

1050 Union University Drive, Box 5555, Jackson, TN 38305
(731) 555-5262

CHARACTER REFERENCES

Angela Haney (Friend/Community Service Chairperson)

7115 W. Adams, Creston, IA 50801
(641) 555-6705

Elizabeth Hoyt (Sister/Business Management)

515 White Oak Ave Apt.# 21, Encino, CA 91316
(818) 555-5854

Stefany Beal

Union University #5555 • Jackson, TN 38305-3697 • (731) 555-5634 • student@uu.edu

PROFILE

Personable, hardworking college graduate who enjoys working in a team environment. Committed to building and maintaining relationships with others. Self motivated, but easy going and willing to learn. Well traveled, with strong interest in international relations. Desire to work with people of other cultures and nationalities. Honest, reliable, dedicated.

EDUCATION

B.A. Bachelor of Arts in Intercultural Studies
Union University, Jackson, TN, May 2018
Minor: French (Language and Culture)
Cumulative GPA: 3.8

Study Abroad Experience
University of Laval, Quebec City, Quebec, Canada, Fall 2016
French Language and Cultural Studies (Advanced level)

LANGUAGES

English – Native Tongue
French – Fluent (spoken, read, some written)
Portuguese (Brazil) – Relatively Fluent (spoken, read)
Spanish – Familiarity (largely understood, some spoken, read)

WORK EXPERIENCE

Resident Assistant • Union University Women's Residences, Jackson, TN • 2015 - present
Responsibilities including supervision and management of 40+ dorm residents; crisis intervention and leadership; planning for new student orientation and various social events; administrative and office duties.

Departmental Assistant • Union University Language Department, Jackson, TN • 2015 - present
Responsibilities including grading tests, paperwork, photocopying, substitute teaching for department dean, running language lab audio and visual equipment.

Lab Assistant • Department of Education and Human Studies Union University, Jackson, TN • 2015 - present
Responsibilities including receptionist, aid to faculty and students, filing, photocopying, Microsoft Word and Excel, organizing supplies and running laboratory equipment

Children's Teacher, Cross-Cultural Living Orientation Program • Missionary Learning Center, Richmond, VA • Summers 2015, 2016 • Responsibilities including childcare plus planning and implementing cross-cultural experiences, discussions, games, artwork, fieldtrips.

HONORS & ACTIVITIES

Phi Delta Sigma, Language Honors Society 2017 - present
Mu Kappa, treasurer, fall 2017 – present
Women's Auxiliary Scholarship fall 2017 and spring 2018
President's List spring 2016, fall 2017
Dean's List fall 2014, spring 2015, fall 2015, spring 2017
Intramurals, Women's Volleyball Captain, Lower Division, spring 2016
Test de Francais International, score: 800/990 (Advanced Working Proficiency)

VOLUNTEER ACTIVITIES

English as a Second Language tutor, Young Men's Hebrew Association Montreal (YMHA), QC, summer 2017
Responsibilities including welcoming and befriending students, presenting some lessons, answering grammar questions, facilitating English discussions among students

Good Shepard Mission, Montreal, Quebec, 2013 - summer 2014
Responsibilities including preparing food for homeless, cleaning up, washing dishes, talking to and encouraging those in need, sorting and distributing donated clothing

Voice recordings (in English for ESL learners), CCAA, Rio de Janeiro, Brazil, 1994

RÉSUMÉ SAMPLES

JOURNALISM

Shawanda Kayle

School Address: UU 5555 • 1050 Union University Drive • Jackson, TN 38305 • 615.555.3696

E-mail: student@uu.edu

Determined, self motivated individual seeking a part-time position in healthcare and/or blood and biological services.

EDUCATION

Bachelor of Arts in Communication Arts with a Minor in Biology, May 2018

Union University, Jackson, TN

Associate of Medical Assistant, April 2016

Draughons Junior College, Nashville, TN

WORK EXPERIENCE

Intern, Family Medical Center, Nashville, TN, (90 hrs), 2016

Worked in a medical clinic with patients. Responsible for injections, phlebotomy, EKG's, medical history, blood cultures, claims and coding. Sent blood cultures off to different labs. Conducted physicals and urinalysis.

Dietary Aide Heartland Nursing Home, Donelson, TN, 2015-2016

Worked with senior citizens. Prepared and served meals.

Sales Associate Fashion Cents, Nashville, TN, 2015

Worked at cash register, dressing room, hanging clothing, displaying shoes and clothing. Cleaned the store.

Lead Teacher, Tiny Towne Daycare, Antioch, TN, 2014-2015

Worked with school-aged children, cooked breakfast, and lunch, picked up school-aged children from the bus. Taught the children different activities such as helping out with homework and random play.

Lead Teacher, Children's World Learning Center, Nashville, TN, 2013-2014

Worked with infants to school-aged children, cooked lunch, taught the children different activities, taught them basic skills for going to elementary school basic math, reading, and language.

HONORS/ACTIVITIES/COMMUNITY SERVICE

- YMCA Volunteer/Nashville, TN
 - Usher, St. John Missionary Baptist Church
 - Youth Leader, St. John Missionary Baptist Church
 - College Women's Bible Study
-

TECHNOLOGY SKILLS

- Microsoft Windows
 - Microsoft Office (Word, Excel, Access, PowerPoint)
 - Internet & E-mail
-

Trey A. Hammerstein

1050 Union University Dr. · Jackson, TN · 731-555-4873 · treyham@yahoo.com

CAREER FOCUS: Writing and/or editorial position in public relations or newspaper.

EXPERIENCE PROFILE

- Experienced in writing feature articles, news articles, essays, press releases, research papers, and news briefs. Functional photography skills, including the taking of, processing and development of film.
- Knowledge of the Associated Press style guide for editing and writing, experience in copyediting and proofreading, currently exercised in an editorial position.
- Efficient researcher, organizer, interviewer, reporter, and writer.

EDUCATION

Bachelor of Arts in Journalism, with a minor in History, May 2018

Union University, Jackson, TN

Major GPA: 3.1

PROFESSIONAL EXPERIENCE

2017-Present

Arts & Entertainment Editor – *Cardinal & Cream*, Union University, Jackson, TN.

Duties include creating and assigning story ideas for the Arts & Entertainment section of the newspaper, alerting the photo editor of any pictures needed, working with the graphics and layout editor to design the pages, working with student writers and columnists on current and future assignments, and writing headlines and cut lines for the section. Developing management skills and further developing writing and editing skills.

2016-Present

Assistant to the Director of News & Media Relations – Union University, Jackson, TN.

Duties include writing and editing press releases and news features, filing old stories and news clippings, making media contacts, creating contact databases for the Director, assisting the media during on- and off- campus events, answering phones, creating story ideas and press packets, helping out with various projects and completing any other tasks the Director assigns.

2016-2017

Senior Staff Writer – *Cardinal & Cream*, Union University, Jackson, TN.

Duties included creating and writing stories that were assigned by the editor and working on a bi-weekly deadline schedule. Learned how to set up and conduct interviews, write newspaper quality stories and features, and make any corrections. Other duties included minor page layout designing and writing headlines and cut lines for each issue.

COMPUTER SKILLS

Microsoft Office · Word · Excel · Publisher · PageMaker · Quark · PC and Mac systems

Jay Crew

Address: UU 5555 * 1050 Union University Dr. * Jackson, TN 38305

Email: student@uu.edu * **Phone:** 731.555.4530

Profile/ Objective	Well-traveled individual with varied experience and interests. Principled, self-motivated, dedicated and compatible to both team and independent work situations. Seeking an outlet for editing and/or writing skills, but most interested in serving people. (<i>Functional knowledge of Spanish.</i>)
Educational Preparation	<i>Bachelor of Arts in Communication</i> , December, 2018 UNION UNIVERSITY , Jackson, TN Major: Journalism Minor: History GPA: 3.44
Professional Experience	Cardinal & Cream , Jackson, TN, 2017-present <i>Copy Editor, Staff Writer for award-winning university newspaper</i> <ul style="list-style-type: none">• Edit stories and articles• Revise/correct pages for production• Contribute story ideas and write assigned pieces• Attend and participate in all editorial staff meetings
Other Work Experience	Premier Catering , Jackson, TN, 2017-present <i>Server, driver</i> Wayne Munn & Associates, Inc. Contractors , Richmond, VA, Winter 2018 <i>Carpentry and construction worker</i> Climbing High LLC , Richmond, VA, Summer 2017 <i>Tree service worker, power equipment operator, driver</i> Miedema Brothers' Gladiolus Farms , Saint Anne, IL, Summer 2016 <i>Warehouse and field worker</i> BJU Snack Shop , Greenville, SC, 2014-2016 <i>Cashier, cook, delivery driver</i> Bob Evans Restaurant , Woodbridge, VA, 2012-2015 <i>Server, host, cashier</i>
Honors/ Volunteer Activities	A "Rising Star" for the Job Market 2006 , March 2, 2018 Chaplain of Sigma Alpha Chi , 2016 BJU Extension Ministry Leader , 2015-2017 NYC Shalom Ministries Summer Internship , 2015, 2016 Prince William County Jr. Football League , 2012, 2013
Computer Skills	Windows 98 and XP; MS Office; Adobe PageMaker and Photoshop
Interests	Anything outdoors, athletics, world news, movies, Spanish and Hebrew studies, working with people

RÉSUMÉ SAMPLES

LIBERAL STUDIES

Kristen Gardner-Short

UU Box 5555 • 1050 Union University Dr • Jackson, TN 38305
(731) 555-4744 • student@uu.edu

Creative, organized, and passionate educator seeking to inspire students with enthusiasm and knowledge. Student-focused and determined to create a supportive learning environment for each individual learner through a structured classroom.

Education

Bachelor of Science in Liberal Studies, Union University, Jackson TN
Licensure for grades 5-8
Graduation Date – May 2018

Field Experience

- 20 hours of observation, West Middle School, Jackson, TN
- 20 hours of observation, Parkview Montessori School, Jackson, TN

Other Work Experience

- Pope Elementary School, Jackson, TN
Teacher's Aid
- West Jackson Baptist Church, Jackson TN
Child care giver
- Personal, in home child care

Computer Skills

- Microsoft Word Microsoft PowerPoint Microsoft Publisher Microsoft Excel

Special Skills

- Skilled in art and voice
- Bilingual-Melanesian Pidgin and English

Activities

High School:

Student Council
Senior Class Representative 2013
Secretary 2010-2011
Basketball, Lacrosse- 2011-2013
Chamber Singers
Women's Ensemble
Threatre-2009-2013
Missions trip to Papua New Guinea and Europe- 2013-2014

College:

University Singers
Chapel Choir
University Players

Service Activities

- High School Ministry
- Inner-city tutoring

Kristen Gardner-Short

UU Box 5555 • 1050 Union University Dr • Jackson, TN 38305
(731) 555-4744 • student@uu.edu

References

Lori Camp

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Jackson, TN 38305
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Lindsay Sloas

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Memphis, TN 38118
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Hugh Diggins

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Ted Freeman

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(802) 555-4590
tfreinx@aol.com

Nancy Zins

P.O. Box 69
Rutlans, VT 05702
zinzie@sover.net

Gail Cowherd

131 W. Tinmouth Rd.
W. Rutlans, VT 05777
gail@peoplepc.com

JOSEPH CHRISTIANSEN

2400 Revell Pointe Drive West • Collierville, TN 38017 • (731)555-4669 • josephc@yahoo.com

PROFILE/OBJECTIVE

Flexible, organized, self-disciplined education professional seeking position in grades K-4 in a school district where quality and excellence are valued. I am a responsible, hard-working, dependable, and creative individual that surpasses expectations. A contentious and dedicated team player, I enjoy leading and motivating others to succeed. I have a constant drive for results and academic excellence, not only in my own life, but also for the students in my classroom. I desire to impart knowledge to the students, inspiring them to exceed standards, and at the same time, enjoy learning.

PHILOSOPHY OF EDUCATION

My belief is that there is a special giftedness in every child. I believe the essence of teaching is enriching the students' unique abilities and challenging them reach their full potential. An effective teacher is a model for students while being confident, flexible, and willing to go above and beyond the call of duty. As a teacher, I desire to create a caring environment in which students will enjoy learning about the world around them even as their physical, mental, and emotional growth is nurtured.

EDUCATION

UNION UNIVERSITY – Jackson, Tennessee

Bachelor of Science in Liberal Arts, Learning Foundations, expected graduation May 2018

Summa cum laude, GPA 3.912

Certification in Early Childhood Education PreK-4

PROFESSIONAL PREPARATION

MEDINA ELEMENTARY – Medina, Tennessee

Student Teacher, February 2018-May 2018

- Developed and implemented lesson plans in all subject areas for 2nd grade and kindergarten
- Designed and implemented classroom management plan
- Provided opportunities for hands-on learning in all subject areas
- Attended faculty meetings

Cooperating Teachers: Mrs. Beth Taylor and Mrs. Linda Bland

University Supervisor: Mrs. Melessia Mathis (731) 661-5484

FIELD EXPERIENCE

NOVA ELEMENTARY – Fall 2017, Fourth Grade, 15 hours

- Developed and taught 6 Science lessons
- Performed activities and experiments, worked with small groups and individual students

LITTLE LAMBS AND IVY – Spring 2017, Preschool (3 year olds), 15 hours

- Developed and taught 6 art, drama, and music lessons
- Interacted with children, assisted classroom teacher with activities and classroom management

ISAAC LANE TECHNOLOGY MAGNET SCHOOL– Spring 2017, Second Grade, 15 hours

- Assessed students' reading abilities
- Developed lessons and activities that improved reading

MALESUS ELEMENTARY – Fall 2016, Kindergarten, 10 hours

- Developed and taught 6 language arts lessons
- Observed literacy in the kindergarten classroom

FIELD EXPERIENCE (CONT'D)

EAST ELEMENTARY – Spring 2016, Fourth Grade, 15 hours

- Performed various tasks interacting with students
- Observed an experienced teacher

ALEXANDER ELEMENTARY – Spring 2015, Fourth Grade, 15 hours

- Observed and assisted the classroom teacher

RELATED EXPERIENCE

SUMMER YOUTH/CHILDREN'S INTERN – May 2017-July 2017

- Taught inner-city children and youth
- Gained experience in dealing with parents and difficult home situations
- Completed administrative work including phone calls, paperwork, organization, and planning

AFTER-SCHOOL TUTORING PROGRAM – January 2016-Fall 2017

- Volunteer tutored inner-city children after school every Thursday throughout the school year
- Selected as summer youth/children's intern as a result of my dedication and performance
- Taught a K-2 class

SUMMER CAMP WORKER – June 2013-August 2013

- Interacted with children grades K-6
- Performed organizational and administrative tasks

TEST ADMINISTRATOR

- Selected by Union University to administer ACT, SAT, and CLEP tests

HONORS AND ACTIVITIES

Alpha Chi (National Honor Society)
Kappa Delta Pi (Education National Honor Society)
Who's Who Among American College Students
National Dean's List
President's List (4)
Dean's List (3)
Academic Excellence Scholarship
Member of Christian Educator's Association International

Resident Advisor
Resident Staff Advisor
Klemata Women's Bible Study Leader (2)
Small Group Discipleship Leader
Gospel Choir
College Council
Disciple Now Leader

COMPUTER SKILLS

Windows (XP)
Microsoft Office (XP)

Internet Research
Email

COMMUNITY SERVICE

- Red Cross Disaster Relief – Jackson, Tennessee, May 2017
- Red Cross First Aid/Adult, Child, Infant CPR Certified
- Child Evangelism Fellowship (teaching Backyard Bible Clubs)
- Vacation Bible School (4)
- Inner-city Outreach
- Mission trips ministering to children

REFERENCES

Melessia Mathis, University Supervisor

1050 Union University Drive
Jackson, TN 38305
(731) 555-5484
faculty@uu.edu

Dr. Ann Singleton, Department Chair

1050 Union University Drive
Jackson, TN 38305
(731) 555-5387
faculty@uu.edu

Dan Herr, Resident Director

1050 Union University Drive
Jackson, TN 38305
(731) 555-5148
faculty@uu.edu

Cindy Shirley, Director of Testing

1050 Union University Drive
Jackson, TN 38305
(731) 555-5487
faculty@uu.edu

Julie Boyer, Director of Urban Ministries

206 Friars Point Road, Apt. G2
Jackson, TN 38305
(731) 555-8604
julie@ecchurch.us

RÉSUMÉ SAMPLES

M.B.A.

Mandy Morse

4123 Hastings Place • Jackson, TN 38305 • 731-222-3896 • mandymorse@gmail.com

Professional Summary

Results-driven professional with a track record of consistently meeting and exceeding established goals and objectives related to management, training and education, and customer relations. Strong general management qualifications in strategic planning, inventory management, project development, budgeting/finance, human resources and capital improvement. Fully computer literate, including all Windows, mainframe, and proprietary applications. Ability to quickly and easily learn and use new software and hardware. Motivated and ambitious with excellent interpersonal communication, relationship management, and presentation skills.

Education

MASTERS OF BUSINESS ADMINISTRATION, AUGUST 2018
Union University, Jackson, TN

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAY 2013
Economics and Finance with an Emphasis in Financial Analysis:
Minor in Management Information Systems
Union University, Jackson, TN GPA: 3.42

Professional Experience

Kellwood Company • Rutherford, TN • 2015-present

Account/Inventory Manager

Manages multi-million dollar accounts for the Sag Harbor and Izod business units totaling over \$114 million dollars in sales a year. Daily activities include monitoring the production and inventory by reviewing the status of and taking action to resolve delivery problems, oversold/surplus positions, and customer order issues that impact available to sell status. Promotes excellent business relations with major industry leaders such as JCPenney and Kohl's.

- Develops processes to promote strong relations among the different areas of Kellwood such as customer service, warehousing, production, and sales.
- Increased the Sag Harbor vendor scorecard for Kohl's by 26% in a 1- year time span.
- Works on a team to strategically plan the replenishment business for Sag Harbor through Demand Solutions software.
- Managed the implementation of a process improvement program for the Kellwood Retail Group.

WHITE HOUSE PRINTING AND OFFICE SUPPLY • WHITE HOUSE, TN • 2014-2015

Financial Manager

Monitored records for both customers and suppliers. Analyzed financial statements such as profit and loss summaries and month-to-month comparative sales summaries. Promoted profits within the company by re-evaluating costs.

BANCORPSOUTH • JACKSON, TN • 2009-2013

Customer Service Representative

Responsible for information management. Advised customers in the selection of products and services. Solicited business from potential and existing customers.

Summer Intern within Investment Services

Assisted sales representatives with file maintenance, customer relations, and new accounts. Initiated solicitation of potential clients.

KARL KARLY

12 Village Green Crossing ♦ Gallatin, TN 37063 ♦ (123) 451-5390 ♦ KKarly@bellsouth.net

Proven team player with exceptional business experience, communication skills, & adaptability.

SUMMARY OF QUALIFICATIONS

- ♦ Adept at developing and implementing innovative office procedures
- ♦ Strong initiative for expanding new territories and cultivating major accounts
- ♦ Skilled in preparing and conducting presentations and product demonstrations
- ♦ Outstanding quality account manager. Results and detailed oriented
- ♦ Excellent customer service and client retention standards
- ♦ Technically knowledgeable and highly self-motivated to learn new concepts
- ♦ Highly Skilled in Excel®, Word®, Power Point®, and Outlook®

PROFESSIONAL EXPERIENCE

SERVPRO Holding Company ♦ Gallatin, TN

October 2018 – Present

National Accounts Coordinator (Current Position)

SERVPRO® National Accounts Corporate Headquarters

- ♦ Work to develop national vendor programs with insurance companies
- ♦ Assist in the selection of corporate employees
- ♦ Travel facilitating presentations on claims mitigation processes
- ♦ Aid in file review audits for nationally recognized insurance companies
- ♦ Provide customer service activities to over two hundred insurance contacts
- ♦ Database maintenance and updating

Commercial Accounts Coordinator

ERnet™ Property Resource Group Division, LLC

- ♦ Assisted in development of invoicing, service, and contact procedures
- ♦ Office administration/program support, front office supervision, and support activities
- ♦ Executive level reporting preparation and accounting procedure development
- ♦ Vendor estimate auditing, submission and follow up
- ♦ Technical support to staff and executive management on database and Outlook®
- ♦ Traveled facilitating program implementation support to new clients

THE JACKSON SUN NEWSPAPER ♦ Jackson, TN

February 2016–May 2017

Single Copy Merchandiser

- ♦ Researched, acquired, and set up new retail locations for newspaper product
- ♦ Customer service and invoicing activities with local retail outlets
- ♦ Responsible for weekly invoice collection in select coverage areas
- ♦ Implemented promotional activities in five county area
- ♦ Assisted in delivery of newspaper product during promotional events and emergencies

THERMAX AF ♦ Dyersburg, TN

June 2014–August 2014

Sales Representative

- ♦ College summer work presenting demonstrations of environmental cleaning product
- ♦ Top salesperson for July

EDUCATION

M.B.A.	Management	<i>University of Tennessee</i>	Martin, TN
B.S.B.A	Marketing	<i>Union University</i>	Jackson, TN
A.S.	Business	<i>Dyersburg State</i>	Dyersburg, TN

AWARDS

- ♦ Service Star Award, *The Jackson Sun*, March 2017
- ♦ All American Scholar, 2015
- ♦ Employee of the Month, *The Jackson Sun*, Aug. 2016
- ♦ National Dean's List, 1995

KARL KARLY

12 Village Green Crossing ♦ Gallatin, TN 37063 ♦ (123) 451-5390 ♦ KKarly@bellsouth.net

REFERENCES

Claudette Bujold-Poirier

Director of Human Resources
The Jackson Sun Newspaper
245 Lafayette St.
Jackson, TN 38301-9998
Business Phone: (731) 425-9675

Denise Dykes

Servpro Industries
National Accounts Supervisor
575 Airport Blvd.
Gallatin, TN 37066
Home Phone: (615) 451-3523

Todd Kammerzell

Commercial Account Manager
ERnet Property Resource Group
501A N. Belvedere Dr.
Gallatin, TN 37066
Home Phone: (615) 824-9921

BILL SMITH

123 MBA RD., TN 38305 • 731-267-5841 • bsmith@hotmail.com

PROFILE/OBJECTIVE

A team-oriented, out-going professional seeking to obtain a position with a growing, competitive company while utilizing effective management skills to aid in the overall success of the organization by contributing to bottom line by carrying out the corporate vision.

Core Competencies

- Effective Leadership skills
- Positive Problem Solving & Conflict Resolution
- Strong Customer Service & Relationship building
- Manufacturing Management
- Purchasing
- Costing/ Financial Analysis
- Assessment of Products & Processes
- Recommending & Implementing Improvements

EDUCATION

UNION UNIVERSITY • JACKSON, TN • DEC. 2018
Masters in Business Administration (M.B.A.) • GPA: 3.8

LAMBUTH UNIVERSITY • JACKSON, TN • MAY 2012
Bachelor of Science in Business Management (B.S.B.M) • Minor: Economics

PROFESSIONAL WORK EXPERIENCE

KONGSBERG AUTOMOTIVE, MILAN, TN • NOV. 2016 - PRESENT

Value Stream Manager/General Foreman

- Directs, manages and coordinates activities in processing materials and/or manufacturing products.
- Responsible for overall staffing and equipment necessary to meet scheduled requirements in departments to meet customer expectations.
- Manages daily floor activities of over 200 direct labor employees.
- Ensures quality of product produced meets required safety standards, quality expectations, on-time delivery requirements and cost.
- Responsible for planning and management that is required to ensure quality & continuous improvement.
- Maintains manufacturing process and procedures within the TS 16949 standard.
- Ensures that the policies and procedures of the company are adhered to within the Manufacturing department.
- Four years experience in Polyurethane Foam manufacturing environment.
- Works closely with other departments to ensure that a team oriented environment is maintained.
- Ensures that core team process improvement objectives are carried out.

KONGSBERG AUTOMOTIVE, FARMINGTON HILLS, MI • 2014 - 2016

Sr. Cost Estimator

- Oversee the estimating Department for four manufacturing facilities
- Coordinate proposals for management review providing maximum visibility to all technical and financial data
- Responsible for assisting Management in costing information and calculations of new business and/or engineering change proposals

KONGSBERG AUTOMOTIVE, FARMINGTON HILLS, MI • 2014 - 2016

Sr. Cost Estimator (Cont'd)

- Responsible for assisting in the flow of information between the customers, engineering department, production department, and purchasing department
- Assist in tracking outstanding cost related issues
- Perform supplier audits for cost verification and negotiate pricing

PROFESSIONAL WORK EXPERIENCE

KONGSBERG AUTOMOTIVE, FARMINGTON HILLS, MI • 2014 - 2016

Sr. Cost Estimator (Cont'd)

- Assist program management team in maintaining project budgets
- Estimate and develop production hours, tooling costs, engineering costs, quality costs, and packaging cost.
- Knowledgeable in the following products: head restraints, armrest, seat heat, injection molded parts, and cables.

KONGSBERG AUTOMOTIVE, MILAN, TN • 2013 - 2014

Engineering Technician

- Coordinate the day-to-day functions of New Product Development timelines and insuring that they have been met
- Responsible for engineering change notifications, sourcing, ordering and expediting of incoming raw materials for prototype builds
- Insure targets are achieved by monitoring actual performance against targeted performance and initiating corrective action to get projects back on track
- Develop and/or makes modifications for both online and offline engineering source data and for review of accuracy in bill of materials, routings, and part masters
- Organize and file engineering documentation in coordination with other areas as well as general administrative duties for the Engineering area

REGIONS BANK, JACKSON, TN • 2012 – 2013

Teller Supervisor

- Handle checking/savings deposits and withdrawals
- Suggestive sales to customers to purchase investment tools
- Account for daily balances of teller ledgers
- Assist customers with banking concerns
- Supervise tellers in all aspects of Teller operations
- Personnel responsibilities - interviewing, training, and developing employees, facilitating performance assessment and compensation adjustments and providing back up to tellers.

TECHNOLOGY SKILLS

Windows
Microsoft Word
Microsoft Excel
Microsoft Project
Microsoft Outlook
Microsoft PowerPoint
Intermediate SAP user

RÉSUMÉ SAMPLES

MUSIC

RONALD AARON, JR.

Phone: (901) 555-7180 • e-mail: raaron@mac.com

Mailing Address: 6748 Huntsman Cove North • Memphis, TN 38120

PROFESSIONAL PROFILE

Analytical, critical thinker with excellent mathematical/computational and creative skills. Team leader/player who enjoys working with others to achieve set goals. Ability to complete assignments efficiently with appropriate attention to each task. Patient, detail-oriented, organized, computer-savvy, and a life-long learner.

EDUCATION

Bachelor of Music, Honors Minor, May 2018
Union University, Jackson, TN

GPA 3.94
Dean's List

Dual Enrollment while in High School, 2013-2014
The University of Memphis, Memphis, TN

GPA 4.0

Courses Taken: Calculus and Analytical Geometry I and II; Physics I and II

BUSINESS EXPERIENCE

- Solicited contributions over the phone and entered data in Excel for political campaigns (unpaid volunteer)
- Plotted points in AutoCAD for Fisher & Arnold engineering firm, Memphis, TN
- Organized information packets for mail-outs, for Memphis Home Education Association (unpaid volunteer)
- Personally assisted speakers for Memphis Home Education Association's annual conference (unpaid volunteer)

TEACHING EXPERIENCE

Suzuki Violin Teacher, West Jackson, Wynne, Bartlett, and Bellevue Baptist Churches, 2012-2015

Locations: Jackson, TN; Wynne, AR; Bartlett, TN; and Cordova, TN, respectively

- Executed creative content communication and management
- Maintained and organized schedule
- Utilized patience, and cared for the individual needs of each student

INTERESTS

Church, friends, finance, violin, music conducting, studio recording and part writing, computers, language, good cuisine, and people

OTHER VOLUNTEER EXPERIENCE

- VH-1 "Save The Music" campaign, recording artist
- Right to Life Sponsors' banquet – entertainment
- Northbrook Church – Youth volunteer/gopher

HONORS RECEIVED

- **Phi Beta Lambda**, National honor society for music majors
- **National Dean's List** for 2014-2015, 2015-2016
- **Alpha Chi** honor society invitee, top 10% of traditional college students in America by academics.

KATHRYN SCOTT

1009 Kingham Drive • Memphis, TN, 38119 • (901) 555-9495 • kscott@hotmail.com

OBJECTIVE

To serve God through music, bring glory to his name, and share my love for music with others.
To instruct students in piano so that they might love music and develop true musicianship

EDUCATION

Bachelor of Arts in Music, January, 2018 • Union University • Jackson, TN

Major: Music **Minor:** Biblical Languages **Emphasis:** Piano **GPA:** 3.57

RELATED EXPERIENCE

Community Music Center, Union University, Jackson, TN, 2015-2017

- Piano instructor for children ages 6-11
- Prepared and taught weekly lessons
- Monitored group lessons
- Assisted with recitals, served refreshments

Bemis United Methodist Church, Jackson, TN, 2015-2016

- Church pianist, played for service every Sunday and practiced with choir every Wednesday
- Accompanied choir and solos for special music in addition to four hymns every Sunday
- Prepared prelude, offertory, and postlude music for each Sunday service
- Transposed and arranged music when necessary
- Organized and led music during Vacation Bible School, Summer 2015
- Gave private piano instruction to children in the church

Guest Pianist, Chemistry Annual Alumni Banquet, Union University, Jackson, TN, 2015-2017

Guest Pianist, Annual Board Banquet, Chickasaw Country Club, Memphis, TN, 2014, 2017

Wedding Organist/Pianist, Jackson and Memphis, TN at various locations, 2010-2017

Accompanist/Pianist, Memphis, TN and Jackson TN, various churches and locations, 2006-2017

OTHER EXPERIENCE

The Bookmark Bookstore, Second Presbyterian Church, Memphis, TN, 2016-2018

- Managed cash over \$1,000 during peak times; handled cash, check, and credit transactions
- Performed a variety of tasks simultaneously including assisting customers, answering telephone with efficiency, documenting special orders, and professional wrapping
- Opened and closed store alone; balanced cash drawer to verify transaction accuracy
- Received packages, prepared and delivered packages to mailroom
- Rearranged/organized various sections of the store; set up and arranged store displays
- Created store signs (Microsoft Word) for special sales, events, and organizational purposes

Red Lobster, Memphis, TN, Summer, 2016

- Completed server training; worked as server, hostess, bus girl, dishwasher; prepared biscuits
- Served customers, provided a pleasant dining experience, and addressed customer concerns
- Cleaned tables, dining, and kitchen area with efficiency; collected money

OTHER EXPERIENCE (cont'd.)

Christ the King Lutheran Daycare, Memphis, TN, Summer, 2013-2014

- Completed job training
- Cared for children ages 2-10 (primarily ages 2-6)
- Supervised meal times, field trips, classroom and outside activities
- Prepared snack, maintained clean facilities
- Monitored daily check-in and check-out procedures

Child Care, Memphis, TN and Jackson, TN, 2011-2017

Nanny, Castellaw Family, Jackson, TN, 2015

COMMUNITY AND VOLUNTEER WORK

Nursing Home Volunteer, Memphis, TN and Jackson, TN, 2011-2017

Nursery Worker, Second Presbyterian Church, Memphis, TN, 2010-2014

- Supervised classroom of 5-15 two-year olds monthly
- Monitored snack, classroom and playground activities

Vacation Bible School Worker, Second Presbyterian Church, Memphis, TN, Summer, 2008-2013

- Assisted with classroom activities; worked with 15-30 children ages 2-8 (varied each year)
- Prepared snack, conducted necessary clean-up; transported children to music and recreation

Mission trips:

Kenya, Spring, 2015

- Assisted with Vacation Bible School, Coordinated crafts and activities, Led music
- Advertised for new church
- Assisted with church services

Mexico, Summer, 2011, 2012, 2014

- Built a roof, mixed concrete to construct basketball court, painted fence
- Coordinated and prepared crafts and activities for Vacation Bible School
- Participated in skits, prepared songs in Spanish

Yakima, Washington, Summer, 2013

- Assisted with Vacation Bible School; supervised and played with 20-30 children of all ages
- Ministered to large Indian reservation; extensive yard work and clean up for elderly woman

COMPUTER SKILLS

- Windows, ME, and XP
- Microsoft Word, Excel, and PowerPoint
- Internet & E-mail

SPECIAL SKILLS

- 16 years as a pianist

LaToya Grace Williams

School Address: Box 5555 • 1050 Union University Dr. • Jackson, TN 38305 • (731) 555-1818

Permanent Address: 4115 Regency Drive • Jackson, TN 38301 • (731) 555-2752

Cell Phone: (731) 555-7069 • **E-mail:** lgwil@aeneas.net

Determined, punctual, and dependable young professional seeking a challenging position in the music industry. A fast learner with excellent organizational skills and a positive attitude. Friendly, hard-working, and thoughtful.

EDUCATION

Bachelor of Arts in Music with a Psychology Minor, December, 2018

Union University, Jackson, TN

RELATED EXPERIENCE

MUSIC DEPARTMENT, *Union University*, Jackson, TN, 2014-Present

Receptionist, Ran errands for the Music Dept such as routing mail, delivery/pick-up of music programs and office correspondence.

Music Technology Assistant, Assisted students with composing/arranging music. Developed an improvement of communication skills by interacting with others. Practiced knowledge of music theory and piano skills by helping students with their homework. Maintenance of music equipment.

Recital, Memorized ten songs within the classical genre, consisting of three languages: English, Latin, and German. The repertoire included: *Qui Respexit* by Johann Sebastian Bach, *Pie Jesu* by Gabriel Fauré, *Wie Melodien* by Johann Brahms, and The Three Martin Luther Songs: *Dear Christians One and All*, *Kyrie*, and *God Is Our Refuge*.

OTHER EXPERIENCE

HIBBETT SPORTS, Jackson, TN, Present

Sales Associate, Provide good customer service, unloading the truck on shipment days, and store maintenance.

SHOE CARNIVAL, Jackson, TN, June 2015-June 2017

Sales Associate, Project good communication skills for customer service, inventory, and exercise humility and patience to perform the need of store maintenance.

SAFETY & SECURITY, *Union University*, Jackson, TN, Summer 2017

Dispatcher/Receptionist, Recorded completed tasks called in by the security guards. Answered the on-coming phone calls. Controlled the security gate for the traffic on campus. Helped visitors find destined arrival on and off campus.

ACTIVITIES & COMMUNITY SERVICE

- **Union University Singers & Choral Union**, part of 40-member choir (travel to Germany, Arkansas, Alabama, Eastern Tennessee); participate in the Jackson Symphony
- **Day of Remembrance Community Service Day (served retirement home residents by cleaning up facility and singing hymns)**

TECHNOLOGY SKILLS

Windows • Microsoft Office • Internet/Email

Technology for Musicians Course-Utilized *Finale* software to compose and survey music

RÉSUMÉ SAMPLES

NURSING

MELISSA J. RICHARDSON

Address: UU 5555 • 1050 Union University Dr. • Jackson, TN 38305 • Phone: (731) 555-4310

E-mail: student@uu.edu • Cell: (815) 555-3169

OBJECTIVE

To obtain, upon completion of a Bachelor of Science in Nursing degree (BSN) and the state licensure exam (NCLEX), a full-time position as a dedicated Registered Nurse within the Medical-Surgical or Intensive Care Unit providing compassionate, competent, patient-focused care.

EDUCATION

Union University, Jackson, TN	Graduation date: May 2018
Bachelor of Science in Nursing (BSN)	GPA: 3.298

CERTIFICATIONS

- *American Heart Association CPR/AED Certification, Jackson, TN, August 2016*

CLINICAL EXPERIENCE-STUDENT NURSE (2-YEAR ROTATION) 2016-2018

Jackson, TN

Jackson-Madison County General Hospital, West Tennessee Skilled Transitional Care, Madison County Health Department, St. Mary's Manor Assisted Living Center, Morningside Assisted Living Facility, Women's Resource and Rape Assistance Program (WRAP), Kiwanis Center, Pathways Mental Health Center.

Bolivar, TN

Western Mental Health Institute.

Memphis, TN

St. Jude Children's Research Hospital, Methodist LeBohnneur Children's Hospital

Worked in the following areas:

Oncology Unit, Labor and Delivery/Antepartum Unit, Postpartum Unit, Nursery, Pediatric Inpatient Unit, Pediatric Surgery Observation, Emergency Room, Medical-Surgical Unit, Psychiatric Inpatient Unit, Neurological Unit, Respiratory Unit, Cardiovascular Unit, Alzheimer's Unit.

CLINICAL SKILLS

- Medications • IV Medications • Central Lines • IV Pumps • Catheterization • Sterile Technique • Suture Removal • Dressings • NG Feedings • Glucose Monitoring • Contact/Reverse Isolation •

PROFESSIONAL MEMBERSHIPS

- *Student Nurses Association (SNA)*
- *National Student Nurses Association (NSNA)*
- *Baptist Student Nurses Fellowship (BSNF)*

AWARDS RECEIVED

- Margo Marie Peterson Scholarship (2017-present)
- Alumni Leadership Scholarship (2014-present)
- Dr. Gussie M. Ware Scholarship (2014-2015)
- Alpha Kappa Alpha Scholarship (2014-2015)
- Rockford Association for Minority Management Scholarship (2014-2015)

HARBER LEE HALLOW

1617 Mutton Meadow Lane • Cordova, Tennessee 38016
(731) 555-7478 • harborlh@hotmail.com

Enthusiastic and organized health care professional with excellent communication skills seeking a position in medical sales. A devoted team player with strong leadership qualities.
Honest, dependable, creative, and goal oriented.

EDUCATION

Bachelor of Science in Nursing (B.S.N), May 2018
Union University, Jackson, TN

CERTIFICATIONS

Licensed Registered Nurse, State of Tennessee, 2018
CPR, American Heart Association, 2018
Disaster Health Services, American Red Cross, 2018

PROFESSIONAL EXPERIENCE

Advanced Psychiatric Services, *Clinical Nurse and Coordinator*, Jackson, TN, 2018

- Promoted and marketed services to medical directors, directors of nursing, and social workers in managed care environments
- Actively participated in the sharp increase of client-base/managed care facilities
- Maintained relationships by entertaining clients at various functions
- Actively participated in the advancement of services by widening service area
- Assisted in management of elderly psychiatric clients in managed care facilities
- Facilitated physician-client relations regarding psychiatric medical care

Jackson-Madison County General Hospital, *Clinical Records Specialist*, Jackson, TN, 2017-2018

- Interpreted and entered doctor's orders into computer ordering system
- Organized and labeled client charts including diabetic control and medication administration records
- Arranged client consults and referrals
- Scheduled follow-up appointments for clients

LEADERSHIP/MEMBERSHIP

Chi Omega Sorority, *Secretary and Recruitment Chairman*, Union University, Jackson, TN, 2014-2018

- Planned, organized, and successfully executed Recruitment training and events
- Provided executive leadership, organization, and management
- Managed a budget in excess of \$10,000
- Liaison between chapter members, alumni, and Chi Omega National Headquarters
- Assisted and participated in various fund raisers including St. Jude Children's Research Hospital Up 'Til Dawn, Multiple Sclerosis Foundation, Make-A-Wish Foundation, Relay for Life among others

Student Nurses' Association, *President*, Union University, Jackson, TN, 2016-2018

- Planned and conducted monthly meetings
- Represented university at National Student Nurses' Association meeting
- Planned, organized, and executed various fundraisers

ACADEMIC HONORS

- Psychiatric Excellence Award
- Who's Who Among Students in American Universities and College
- Kappa Delta Clinical Nursing Scholarship

CARMEN N. KARMANDY

karmandycarmen@hotmail.com • 1150 Smith Branch Rd. • Waynesboro, TN 38485 • 931.555.3954

MY GOAL IS TO PROVIDE COMPASSIONATE, QUALITY HEALTHCARE TO PATIENTS AS A REGISTERED NURSE IN A LABOR AND DELIVERY UNIT. PROFILE: TEAM PLAYER, GOAL ORIENTED, ORGANIZED, EFFICIENT, FLEXIBLE

Education

Bachelor of Science In Nursing, May 2018

Union University, Jackson, TN

Professional Experience

- **WAYNE MEDICAL CENTER, NURSING TECHNICIAN - WAYNESBORO, TN, JANUARY 2018**
Caregiver to patients in a medical surgical unit
- **Jackson Madison County General Hospital, Student Nurse - Jackson, TN, 2016-2018**
Clinical experience, provided comprehensive care to patients in a variety of units including: Labor and Delivery,
Post Partum, Well-Baby Nursery, Pediatrics, Cardiovascular, Neurology, Oncology
- **Western Mental Health Institute, Student Nurse - Bolivar, Tennessee, 2017**
- **METHODIST LEBONHEUR CHILDREN'S HOSPITAL, STUDENT NURSE - MEMPHIS, TN, 2017**
- **Methodist Lebonheur Healthcare, Student Nurse, Jackson - Tennessee, 2016**
- **West Tennessee Skilled Nursing Facility, Student Nurse, Jackson - Tennessee, 2016**
clinical experience, provided comprehensive care to patients in a variety of units including: psychiatric, pediatric, medical surgical, geriatrics respectively

Additional Experience

- The Mitchell Family, Caregiver (to children ages 1, 5, 10) Jackson, Tennessee, 2016-2018
- Union University, Student Loan Coordinator Assistant, Jackson, Tennessee 2013-2016

Volunteer Experience

- Carl Perkins Center for the Prevention of Child Abuse, Angel Tree
- Mission trips to Chicago, IL, Charleston, SC, Charlotte, NC, Dauphin Island, AL
- Toy and Useful Item Drive to benefit Jackson County General Hospital Pediatric unit

Honors and Activities

- Lettie Pate Whitehead Nursing Scholarship
- National Student Nurses Association
- Tennessee Student Nurses Association
- Student Activities Committee

Computer Skills

- Microsoft Word, Internet, E-mail

Nan West

9999 Chapel Ridge Cove · Cordova, TN 38016
(901) 111-0000 · nwest@gmail.com

Objective

To obtain, upon completion of a Bachelor of Science in Nursing degree (BSN) and the state licensure exam (NCLEX), a full-time position as a Registered Nurse in the Emergency Department. Bilingual: English with proficiency in conversational and written Spanish. Seeking to provide compassionate, patient-focused, holistic care, working competently as a team player.

Education

Bachelor of Science in Nursing (B.S.N.), May 2018

Union University, Jackson, TN **GPA: 3.61**

High School Honors Diploma, May 2014

Evangelical Christian School, Memphis, TN

Clinical Experience

Jackson-Madison County General Hospital – *Nurse Intern* – Jackson, TN (October 2017 - present)

Neuro floor / Neuro ICU

Jackson-Madison County General Hospital – *Student Nurse* – Jackson, TN (2016 - present)

Emergency department, medical ICU, medical/surgical, cardiac, labor and delivery, post partum, nursery, and Pathways

Methodist LeBonheur Children's Hospital – *Student Nurse* – Memphis, TN (2017)

Western Mental Health Hospital - *Student Nurse* – Bolivar, TN (2017)

Other Professional Experience

Union University – *Resident Advisor* – Jackson, TN (2015-present)

Union University – *Standardized Test Proctor* – Jackson, TN (2016-present)

Kids Across America Camps – *Leadership Team, Dining Hall Director, Counselor* – Branson, MO (2015-2017)

First Evangelical Church – *Receptionist* – Memphis, TN (2012-2014)

Leadership / Scholarships

- Alpha Chi – *top 10 percentile of class*
 - Sigma Theta Tau – *Nursing Honor Society*
 - Student Nurses' Association
 - Dean's List
 - Who's Who Among American College Students
 - Letti Pate Whitehead Nursing Scholarship
 - Presidential Referral Award
 - Robert C. Byrd Scholarship
 - Alumni Leadership Search Scholarship
 - Chi Omega Women's Frate
-

Volunteer Experience

- Medical mission trip, *Student nurse & Translator*, Juan Dolio, Dominican Republic
 - Used clothing drive at Union University, *Co-coordinator*
 - Room in the Inn, Area Relief Mission for homeless men
 - Make-a-Wish Foundation
 - Carl Perkins Center for the Prevention of Child Abuse
 - Service over Self (SOS)
-

Certifications / Skills

- Basic Life Support, American Heart Association, 2017
 - Cerner / Powerchart Electronic Charting
 - CareMobile
 - Microsoft Office, Email
-

Eleanor Smith BSN, RN

727 Walker Field Lane • Applewood, TN 38382 • (901) 555-1364 • e.smith@gmail.com

EDUCATION

Union University, Jackson, Tennessee

Master of Science in Nursing

Pediatric Nurse Practitioner Track, Expected Graduation Date: December, 2018

University of Memphis, Memphis Tennessee

Bachelor of Science in Nursing, with Honors, May 2015 Major GPA: 3.2

LICENSURE & CERTIFICATIONS

REGISTERED NURSE LICENSURE

- State of Tennessee, current through May 2019

CERTIFICATION

- Eligible for American Nurses Credentialing Center Pediatric Nurse Practitioner Exam, anticipated January 2019
- Basic Cardiac Life Support, current through November 2012
- Crisis Prevention Intervention; The University of Memphis; Fall 2013
- Community Emergency Response Team; Memphis Emergency Management; 2013

PEDIATRIC NURSE PRACTITIONER STUDENT CLINICAL EXPERIENCE

ADVANCED PRACTICE OF CHILDREN: CHRONIC MANAGEMENT

Pediatric Associates, Memphis, TN, Fall 2018

Clinical Preceptor: Dr. Lori Rae Holtzman, MD

- Acknowledged chronic and collective illnesses in children.
- Identified appropriate advanced nursing practice interventions for chronic conditions.
- Conveyed an accurate diagnosis based advanced assessment skills
- Created, applied and assessed treatment plans for children with chronic conditions.
- Cooperated with multidisciplinary team to provide chronic management care to children.

PEDIATRIC HEALTH PROMOTION and DISEASE PREVENTION

Kronenberg, Tsiu, & Eiseman LLC, Memphis, TN, Summer 2018

Clinical Preceptor: Dr. Robert Eiseman, MD

- Provided health promotion to children from various populations with regards to the family environment.
- Performed advanced health assessment of children from birth through adolescence.
- Applied principles for anticipatory guidance to children with regards to the family environment.
- Utilized advanced diagnostic reasoning process for interviewing, educating, and developing plans of care for children and their families.
- Demonstrated advanced skills in health maintenance of children in collaboration with families.
- Applied developmentally appropriate interventions for children from birth through adolescence including health promotion, disease prevention, and health maintenance.
- Managed common problems of children from birth through adolescence from various populations.
- Evaluated interventions for health promotion, disease prevention, and health maintenance of common problems of children from birth through adolescence by integrating evidence based practice and/or research principles.

ADVANCED PRACTICE OF CHILDREN: ACUTE MANAGEMENT

Raleigh Group Pediatrics, Memphis, TN, Spring 2018

Clinical Preceptor: Jamshid Nikbakht, MSN, FNP

LeBonheur Children's Hospital, Memphis, TN, Spring 2018

Clinical Preceptor: Jessica Hudson, MSN, PNP-BC

- Recognized acute conditions and episodes of common problems in children.
- Identified appropriate advanced nursing practice interventions for acute conditions.
- Distinguished between the different types of treatment plans associated with acute conditions.
- Formulated an accurate diagnosis based on advanced assessment skills and constructed treatment plans for children with acute conditions.
- Evaluated the effectiveness of the treatment plan integrating evidence based practice and/or research principles.
- Collaborated with multidisciplinary team to provide acute care to children and adolescents with regards to the family environment.

PEDIATRIC NURSE PRACTITIONER STUDENT CLINICAL EXPERIENCE (CONT'D.)

SPECIALTY FOCUSED PRACTICUM IN PEDIATRIC ORTHROPEDECS

LeBonheur Children's Hospital, Memphis, TN, Fall 2018

Clinical Preceptor: Leslie Rhodes, MSN, PNP-BC

- Recognized health care issues related to the clinical orthopedic focus.
- Collaborated with fellow health care members concerning patient's health condition.
- Interpreted clinical presentation of the patient's illness.
- Constructed, implemented and evaluated a treatment plan to promote the wellness of the patient.

PROFESSIONAL EXPERIENCE

PURSuing MASTER OF SCIENCE IN NURSING, NURSE PRACTITIONER TRACK, 2017-PRESENT**REGISTERED NURSE, REHABILITATION LIAISON**

HealthSouth of North Memphis, Memphis, TN, 2016-2017

- Utilized market analysis data in individual territory identifying new business and potential opportunities.
- Recognized barriers to admission processes, responded appropriately and followed up on admissions variables.
- Understood healthcare operations, legal guidelines, competitive analysis, and market place trends.
- Provided in-services and professional presentations for referral sources, community groups and other organizations, regarding the HealthSouth's services, programs and outcomes.

REGISTERED NURSE, CLINICAL LIAISON/MARKETER

Millington Healthcare Center, Millington, TN, 2016

- Performed pre-admission assessments on potential patients.
- Responsible for maintaining 95% occupancy of the Post Hospital Rehabilitation Unit.
- Attended weekly Marketing Team meeting and submitted written reports on sales activities.
- Communicated with administrator and other multidisciplinary team.

REGISTERED NURSE

Methodist LeBonheur Healthcare, Memphis, TN, 2013-2016

Respiratory-Telemetry Unit

- Conducted individualized patient assessments, prioritizing the data collection based on the adult or elderly patient's immediate condition or needs within timeframe specified by client facility's policies, procedures and protocols.
- Developed plan of care for the adult or elderly patient reflecting collaboration with other members of the healthcare team.
- Performed appropriate treatments as ordered by physician in an accurate and timely manner.
- Performs therapeutic nursing interventions as established by individualized plan of care for the adult or elderly patient and his/her family.
- Documented patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.

Family Birthing Unit

- Directed nursing care in accordance with established policies, procedures and protocols of the healthcare organization.
- Assessed, planned and evaluated patient care needs including obtaining patient history and assessing for labor and delivery risk factors.
- Cared for patients requiring fetal assessment and fetal monitoring.
- Managed the patient's pain including epidural and patient controlled analgesia administration management.
- Administered prescribed medications.
- Assisted physician during delivery, treatment, examination and surgical procedures.
- Assessed, planned and evaluated neonates in the well-baby nursery.
- Instructs and educates patients and families.
- Provides age and culturally appropriate care.

ACADEMIC/PROFESSIONAL AFFILIATIONS

- American Nurses Association (ANA), Member, 2018
- Tennessee Nurses Association (TNA), Member, 2018
- American Academy of Nurse Practitioners (AANP), Member, 2018
- National Association of Pediatric Nurse Practitioners (NAPNP), Member, 2018
- Phi Theta Kappa, Member, 2013

RÉSUMÉ SAMPLES

PHILOSOPHY

WILLIAM LLOYD WEBBER

3942 Reid Hollow Lane • Jackson, TN 38305 • 731-555-2481 • williamlloydweb@comcast.net

PHILOSOPHY

Critical thinker and writer. Integrates rigorous thinking and interpersonal skills. Adaptable to new situations. Hard, devoted worker attending both to detail and broad implications. Experienced with communication and computer skills.

EDUCATION

Union University

- Bachelor of Arts, January 2018
- Philosophy Major with a Minor in the Honors Interdisciplinary Studies Program
- Cumulative GPA: 3.8 Major GPA: 4.0
- Honors Degree for completion of Honors Thesis (*Paul Ricoeur's Notion of Distanciation*). Wrote 120 page thesis on Ricoeur's concept of historical finitude in existence and distance in the text.
- Academic Excellence in Philosophy Award
- Graduated *Magna Cum Laude*

WORK EXPERIENCE

Summer 2015 • McKee Construction Company, Sanford, FL

Metal Roof Construction Worker

In the metal roofing division at McKee Construction, I built and repaired metal roofs, performing tasks from cleaning and caulking roofs to setting anchor bolts and rafters. At any given time, our crew handled as many as ten different construction and repair sites.

2014-2017 • The Carl F.H. Henry Center for Christian Leadership, Dr. Gregory A. Thornbury, Director

Student Assistant

My tasks under Dr. Thornbury included setup and recording of various conferences and lectures, development of information for Henry Center website, grade keeping, and conducting classes for Dr. Thornbury, including lecturing occasionally.

LEADERSHIP EXPERIENCE

Lambda Chi Alpha Fraternity

- Offices Held: Ritualist, Secretary
- Active Member (2014-2017)
- Best Officer award for work as Secretary
- Started new chapter at University of Memphis as Ritualist
- Completed three levels of Impact Leadership Training at National Conferences
- Participated in Lambda Chi Alpha annual North American Food Drive

LEADERSHIP EXPERIENCE (CONT.)

“Cardinal and Cream”

Contributor

Published two articles in Union’s school newspaper.

Student Government Association

Senator, Representative at Tennessee Intercollegiate State Legislature (TISL)

Acted as senator for the Honors Student Association. Worked in dialogue with other students on various campus issues. Represented Union University at TISL at the capitol building in Nashville, debating and speaking publicly in front of college students from across Tennessee.

“Rounders” Book Discussion Program

Student Director, Group Leader

Coordinated with university staff, faculty, and students to organize, promote, and conduct the “Rounders” program, by which students signed up for book discussion groups. Led a group in which students came and discussed the book which was being read.

Men’s Discipleship

Group Leader

Met two mornings a week throughout time at Union to discuss Bible passages and topics for personal growth with a group of men. Acted as a group leader during last two years at Union.

West Jackson Baptist Church

Sunday School Teacher, College Ministry

Wrote lesson plans and taught Sunday School during junior year for a group of ten.

HONORS

- Union University Scholars of Excellence Academic Scholarship
- Nominated by Union University to apply for the Rhodes Scholarship and the Marshall Scholarship to Oxford University
- Dean’s List
- President’s List
- Who’s Who Among American College Students

ACTIVITIES

Intramural Sports

- 1st Team in Softball and Flag Football for Lambda Chi Alpha
- Participant in Basketball and 5k Run

TRAVELS

- Regent’s Park College, Oxford and Paris, France (Summer 2016)
Study Abroad with Honors Program
- “Global Opportunity” Trip: Rome, Italy (Summer 2016)
Relief work for refugees

BRANDON P. FARGO

9210 Brianfield Cove Apt. 4D
Jackson, TN 38305
Home: (731) 555-6875 Cell: (731) 555-0543
student@uu.edu

OBJECTIVE

Possessing a strong desire to aid in the alleviation of social and domestic evils by working alongside both institutions and individuals.

EDUCATION

2015 Graduate of Hardin County High School (Savannah, TN)

GPA: 4.0

2018 Graduate of Union University (Jackson, TN)

GPA: 3.98

Majors: Philosophy and Christian Ethics

PERSONAL SKILLS

- *Experienced in Microsoft Word, Excel, PowerPoint, and Publisher for institutional application; also skilled in academic internet research*
- *Good communication skills, particularly with respect to listening*
- *Creativity, especially in planning, design, decoration, and writing*
- *Good people skills; works well in both corporate and individual settings*
- *Good organizational skills, particularly with regard to event planning*
- *Public speaking*

PROFESSIONAL EXPERIENCE

May 2018-Present: Manager of Bubba's Bagels under Scott Layman, specializing in customer service, food preparation, baking, general catering, accounting, and employee relations.

Contact Scott or Kristi Layman at (731) 661-0088

June 2016-December 2017: Children's Intern at West Jackson Baptist Church under Ken Hindman, specializing in small group studies, Sunday School leadership, decoration of Children's Wing, literature and flier design, large event planning, summer camp planning and organization, composition and production of bible studies, general office duties, public speaking, preaching, and music (percussion for the Children's Band and guitar for the Sunday School).

Contact Ken Hindman at (731) 660-4535

May 2015-August 2015: Receptionist at Preferred Women's Care under Dr. Mark Wells (father), specializing in patient relations, office organization, appointment scheduling, and general office duties.

Contact Diane Wells at (662) 665-4786

April 2014-May 2015: Waiter at Shrimp Boat Seafood Café under Crest Wilson and Bobby McCormick, specializing in customer service, food preparation, cooking, and janitorial duties.

Contact Crest Wilson at (662) 287-0304

COLLEGE AND COMMUNITY INVOLVEMENT

November 2017-May 2018:

- Member of Union University Christian Studies Advisory Council, providing student feedback to the Christian Studies Department, meeting with prospective professors and friends of the university, and organizing departmental events.

Contact George Guthrie at (731) 668-1818

January 2018-May 2018:

- Planning Committee Member for Union University's St. Jude Awareness Day, coordinating events, designing promotional materials, and providing leadership to fellow students.

Contact Mark Vanderhaar at (731) 668-1818

April 2016-May 2018:

- LIFE Group Leader at Union University, working with fellow leader to provide a dynamic, comfortable environment for 15-20 incoming freshmen. Organized weekly meetings and offered ministry to students throughout the year.

Contact Todd Brady at (731) 668-1818

September 2015-May 2017:

- Member of Emmanuel Ministries, a student organized ministry team specializing in weekend retreats for church youth groups. Participated on prayer team, spoke at events, organized games, led small groups, performed skits, played percussion for band, and preached at services.

Contact Russ Mitchell at (423) 836-1616

Regular Public Speaking and Preaching

Contact Kelvin Moore at (731) 668-1818

HONORS AND AWARDS

- *2015 Valedictorian of Hardin County High School*
- *National Merit Semi-finalist*
- *Six time Recipient of Union University's Presidential List*
- *2018 Who's Who Among American College Students*
- *2017-2018 National Dean's List*

RÉSUMÉ SAMPLES

PHYSICS

DUSTIN R. KRYCE

1050 Union University Drive ♦ Box 5555 ♦ Jackson, TN 38305
(731) 555-4355 ♦ student@uu.edu

Self-motivated, intelligent, and creative thinker with desire to use analytical skills to make worthwhile discoveries in the realm of science for the betterment of society. Diverse, adaptable team-player that possesses ability to find innovative solutions to complex and diverse problems and effectively communicate those discoveries through writing.

Education

Bachelor of Science in Physics, May 2018, Overall GPA: 3.57

Union University, Jackson, TN

Minors: Math, Computer Science, English

Professional Experience

Lab Assistant, Union University Physics Department, Jackson, TN, 2014 - present

Responsibilities: Assisting professor with the testing and implementing of labs for Physics classes and grading of tests, Caring for and maintaining lab equipment

Customer Service Personnel, St. Mary Antique Mall, St. Mary, MO, 2014 – present

Responsibilities: Assisting customers in finding, carrying valuable and fragile antiques and collectables, wrapping and packing fragile antiques, loading fine furniture, running cash register, opening locked showcases for customers, constructing booths for antique dealers,

Self Employed Piano Instructor, Ste. Genevieve, MO (2012 - 2014)

Responsibilities: Planning piano lessons and teaching children the techniques and joys of successfully playing the piano for enjoyment and credit for school.

Student Tutor, Jefferson College, Hillsboro, MO (2013)

Responsibilities: Helping student grasp academic concepts in geography to perform better academically

Honors/Organizations

Society of Physics Students

Geophysical Union

Phi Theta Kappa International Honor Society

Harry B. Mathews Two-Year Scholarship

Academic Scholarship, Jefferson College

Transfer Student Scholarship, Union University

MOUS Certification in Excel

Other Experience

Volunteer Gardener/Groundskeeper, Foundation for Restoration of Ste. Genevieve, Ste. Genevieve, MO (2013 - 2014)

Responsibilities: Caring for yard and garden for the Guibord-Vallé House, built around 1806. planting and watering flowers, maintaining fish pond, mowing yard, raking leaves, trimming bushes, maintaining overall appearance of garden for pleasure of tourists who toured house.

Assistant, Nancy Dee's Antique Store, Ste. Genevieve, MO (2010-2014)

Responsibilities: Cleaning and maintaining overall appearance of inside and outside of store.

Assistant, LaGalerie Antique Store, Ste. Genevieve, MO (2013)

Responsibilities: cleaning and maintaining overall appearance of inside and outside of store.

Self Employed Lawn Technician, Ste. Genevieve, MO, (2012-2013)

Responsibilities: Mowing and maintaining appearance of the yards of customers

Community Service

Storm Spotter for the National Weather Service

Weather Watcher for KFVS-12 Television, Cape Girardeau, MO

Secretary for Habitat for Humanity, Jefferson College, Hillsboro, MO

Member of Baptist Student Union, Jefferson College, Hillsboro, MO

Member and Substitute pianist Second Baptist Church, Ste. Genevieve, MO

Computer Skills

Microsoft Windows

Microsoft Word

Microsoft PowerPoint

Microsoft Access

Microsoft Publisher

Microsoft Office User Specialist in Excel

Microsoft Outlook Express

Microsoft Internet Explorer

Microsoft Works

Mathematica

Fortran

Java

Emmit Bennet Smith

5889 Hartford Square • Jackson, TN 38305 • 731-555-9048 • ebent@gmail.com

PROFILE

Hard working, logical-minded professional with a strong background in physics and mathematics. Dedicated to securing a career in industrial research and development. Excellent analytical skills; experienced in statistics and scientific methodology. Honest, dependable and enjoys working independently or within a team setting. Inquisitive mind and a leader by example.

EDUCATION

Bachelor of Science in Physics, December 2018
UNION UNIVERSITY, Jackson, Tennessee

Minor in Mathematics

Related Coursework:

Classical Mechanics	•	Modern Physics	•	Math Methods
Quantum Mechanics	•	Electric Circuits	•	Differential Equations
Electromagnetism	•	Experimental Physics Lab	•	Linear Algebra
Thermodynamics	•	Statistical Mechanics	•	Complex Variables

Research:

Constructing Solutions and Potentials to the Schrödinger Wave Equation Using Linear Superposition, 2018.
Presented a method for developing quantum-mechanical wave functions. The method involves constructing either discrete or continuous superpositions of known wave functions to produce new wave functions that solve Schrödinger wave equation. This method will also provide a superposition potential energy function for the new wave function.

RELATED EXPERIENCE

Tutor for various universities and schools throughout the United States, 2011-Present. Tutored students, ages 13-50, in science and math. Self employed mathematics and science tutor (paid), 2012-Present; Union University, Middle Tennessee State University, Jackson State Community College, Liberty High School, and Saint Mary's Catholic School, 2014-Present.

Online Mathematics and Science Tutor (non-paid) for the The University of Hawaii. Utilized YAHOO Messenger to communicate with and tutor online students in upper level math and science courses, 2017-2018

Math Lab Instructor who provided support to Jackson State Community College students from the developmental level to college algebra and accepted responsibilities of lab in the director's absence. Consistently helped students improve mathematics grades, 2017.

OTHER EXPERIENCE

Nevada Bob's Golf, Salesperson, Jackson, TN, 2014.

Future Optics, Inc., Accounting Assistant, 2011-2013

Toys R Us, Salesperson, Jackson, TN, 2010.

ACHIEVEMENTS

National Honor Society

Mu Alpha Theta Math Honor Society

United States Academic Decathlon Tennessee State Champion, 2010

Medalled nationally in the United States Academic Decathlon: fifth in Super Quiz, third in Southeast Region, and second in Small School Division.

JON C. BASHEAR

School Address: 1050 Union University Dr. ♦ UU Box 5555

Permanent Address: 40 JW Rhodes Park Rd. ♦ Parsons, TN 38363 ♦ 731.555.7546

Email: bashearjonc@hotmail.com ♦ **Twitter:** @jonbashear

Education

Bachelor of Science in Engineering, May 2018

Union University, Jackson, TN

Major: Engineering **Minors:** Physics and Math

Professional Experience

- ♦ **Engineering Intern**, Porter-Cable/Delta, May 2016-present
-Design products, update drawings and parts on AutoCAD and Pro/E, work on a cost-reduction team for existing products, perform Bill of Materials (BOM) changes.
- ♦ **Engineering Intern**, Capro, Inc., May 2015-May 2016
-Created plans for the plant floor to use in assembling the products, assisted in CAD drawings and BOM changes.
- ♦ **Physics Lab Assistant**, 2014-2015
-Assembled Physics equipment and conducted various research experiments.
- ♦ Construction/Landscaping, Stricklin Construction, 2012-2015

Volunteer Work

- ♦ Habitat for Humanity
(Assisted with building houses for qualifying, underprivileged families)
- ♦ Deer Valley
(Served on church team which counsels/mentors troubled teens)

Technology Skills

Engineering Applications

- ♦ Pro/E Wildfire
- ♦ AutoCAD
- ♦ AS400
- ♦ Mat lab
- ♦ Electronics Workbench
- ♦ Mathematica 5.2

Office Applications

- ♦ Microsoft Excel
- ♦ Microsoft Power Point
- ♦ Windows
- ♦ Microsoft Access
- ♦ Microsoft Word
- ♦ Internet and Email

Additional Information

President of Engineering Student Council, Union University

Professional Memberships: ASME and AIAA

JON C. BASHEAR

School Address: 1050 Union University Dr. ♦ UU Box 5555

Permanent Address: 40 JW Rhodes Park Rd. ♦ Parsons, TN 38363 ♦ 731.555.7546

Email: bashearjonc@hotmail.com ♦ **Twitter:** @jonbashear

References

Greg Griffin

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731.555.9586
(g.griffin@bdk.com)

Clint Rainey

Product Engineer/Designer
731.555.9393
Cell – 662.555.1255
(rainey@capro.com)

Tim Jackson

Senior Product Engineer
731.555.9393
(jackson@capro.com)

Dr. Don Van

Department Chair of Engineering
731.555.5534
(faculty@uu.edu)

Dr. Jeanette Russ

Associate Professor of Engineering
731.555.3707
(faculty@uu.edu)

Dr. Kyle Hathcox

Department Chair of Physics
731.555.9675
(faculty@uu.edu)

Don Stricklin

Owner/Operator of Stricklin Construction
731.555.4398

RÉSUMÉ SAMPLES

POLITICAL SCIENCE

PRESTON EGBERT ADAMS

6945 Walker Road • Jackson, TN 38305 • 731.555.3982 • pea@hotmail.com • @politicsofpea

Multi-task oriented professional with approximately three years experience in business and higher education. Knowledge of database management and reporting. Excellent interpersonal and communication skills. Proven abilities in planning and research (gathering, analyzing, and recording data). Exceptional customer service/relations skills. Self-motivated, analytical, dependable, hardworking, honest, and responsible.

EDUCATION

Bachelor of Science, Union University, July 2018

Major: Political Science

Minor: Music with emphasis in voice

Associate of Science, Jackson State Community College, May 2016

Graduated with honors, Magna Cum Laude

PROFESSIONAL WORK EXPERIENCE

Community Music Center, Union University, Student Piano/Voice Instructor, 2016-present

Instruction and explanation of basic concepts in piano and vocal techniques.

Financial Aid Office, Jackson State Community College, Student Asst., 2014-2016

Provided student & staff assistance (customer service, clerical, data entry, management).

West Tennessee Experiment Station, UT Dept. of Agriculture, Summers, 2013-2014

Field work (tested soil/plants/roots, recorded and analyzed data, maintained acquired data in spreadsheet).

COMPUTER/TECHNOLOGY SKILLS

- Windows
- Microsoft Office (Word, Excel, Access, PowerPoint)
- Internet & E-mail
- HTML Editors (FrontPage & HotDog Professional)
- Music Technology (MIDI, Finale, CakeWalk)

LEADERSHIP/ACCOMPLISHMENTS

- *Proclamation*, Auditioned Chamber Choir - Union University, 2016-2017
(1 of 16 members selected)
- Student/Faculty Award Nominee
(1 of 5 nominees for prestigious award recognition for academic excellence, community involvement, and campus activity participation), 2016
- Vice-President, Phi Theta Kappa, International Honor Society, 2015-2016
- The National Dean's List (honors America's outstanding college students), 2015-2016
- *Innovation*, Auditioned Show Choir - Jackson State Community College, 2014-2016
(1 of 10 members selected)

De'RIQUE LINCOLN

Address: 1105 CR 255 Glen, MS 38846 (U.S.A.) · (01) 555-643-8169

E-mail: student@uu.edu

OBJECTIVE

Highly motivated and qualified individual seeking employment in fields related to international relations and struggles involving high-profile political/social issues. Willing to travel, work outside of an English-speaking environment; highly flexible and able to work with a team of diverse individuals. Extensive experience abroad, with willingness to use international knowledge within the workplace.

EDUCATION

Union University, Jackson, Tennessee

Bachelor of Arts, Political Science, May 2018 **Minor:** French

Cumulative GPA: 3.9 **Major GPA:** 3.8 **Minor GPA:** 4.0

Member, Alpha Chi National College Honor Society

Provides admission to *top 10 percent* of an institution's juniors and seniors

Université Stendhal, Centre Universitaire d'Etudes Françaises

Intensive French Studies, Summer 2016

PROFESSIONAL EXPERIENCE

Resident Assistant, Union University, Jackson, Tennessee, May 2016-Present

Para-professional position with expectations of fostering educational achievement and personal growth among students within residence complexes. Responsible for interpreting and implementing the university's policies while fostering a sense of community among residents. Average of 25-40 students under the care of each Resident Assistant.

Bank Teller, BancorpSouth Bank, Corinth, Mississippi, May 2014-Jan. 2015

Handled customer transactions and inquiries regarding accounts and bank policies. Worked alongside coworkers as an equal, gaining knowledge of inner workings of financial institutions, perfecting customer service techniques, and becoming accustomed to work in the business world.

Seasonal Employment, Winter 2013 and 2015

Kimberly Clark Corporation

Global health and hygiene company, worldwide operations and sales. Served as laborer on production line, worked night and day shifts without supervision.

Starbucks Coffee

Worldwide coffee-store chain, producer of fine coffees and pastries. Served as barista, which required making drinks, serving pastries, and working at the checkout counter—a position involving constant personal interaction.

SKILLS/VOLUNTEERISM

Computer Skills

Knowledge of Microsoft Office (Specifically Word, PowerPoint, and Excel)

Typing Ability: 60 words per minute

Volunteerism

Member of Freshman Council, August 2014-May 2015

Student government position; worked to enhance unity among first-year students. Event planning and addressing of relevant issues occurred weekly.

SHELBY BIRDSONG

School Address: UU 5555 · 1050 UNION UNIVERSITY DR. · JACKSON, TN 38305 · 731.555.4727

Home Address: 5510 W. HWY 42 · LAGRANGE, KY 40031 · 502.555.0100

BIRDSONGS@BELLSOUTH.NET

OBJECTIVE / PROFILE

A logical, driven, compassionate self-starter seeking a challenging internship in political science. A good listener with strong motivational skills. A faith-oriented conservative marked by diligent preparation and wholehearted, selfless service. Kind, results-oriented, and proactive.

EDUCATION

UNION UNIVERSITY, Jackson, Tennessee

BACHELOR OF ARTS IN POLITICAL SCIENCE, EXPECTED GRADUATION MAY 2018

MINOR: PUBLIC RELATIONS

GPA: 3.357

PROFESSIONAL PREPARATION

CAMPAIGN VOLUNTEER, CAMPAIGN TO RE-ELECT STEVE SPARROW, LAGRANGE, KY, 2015

Worked on the campaign of incumbent Sheriff Steve Sparrow in the Oldham County election. Created timelines for the campaign. Wrote press releases and debate remarks. Worked hand in hand with the campaign manager on fundraisers, mailers, and other essential work.

YOUTH LOBBYIST, KENTUCKY KIDS DAY, FRANKFORT, KY, 2014

Worked as a lobbyist at the Kentucky Capital, advocating for funding for children's health issues, such as Cystic Fibrosis, child health insurance, and screenings for newborns.

CAMPAIGN VOLUNTEER, CAMPAIGN TO RE-ELECT ANNE NORTHUP, LOUISVILLE, KY, 2013

Worked on Congresswoman Northup's re-election campaign for the 3rd district of Kentucky. Assisted in the campaign office, making phone calls, adding records to computer databases, organizing fundraisers, sending mailers, posting yard signs, and registering voters. Learned the keys to a successful grassroots campaign.

OTHER WORK EXPERIENCE

INDEPENDENT CONSULTANT, ARBONNE INTERNATIONAL, JACKSON, TN, 2015-PRESENT

Utilize network marketing techniques. Honed customer service, communication, and time management skills. Gained valuable sales experience.

NANNY, JEAN BIRD AND LISA WELLS, LOUISVILLE/GOSHEN, KY, 2013-PRESENT

Learned how to work with children and how to help them learn. Watching a one-year old everyday teaches patience and watching a two-year old sharpens communication skills.

SECRETARY, OLDHAM COUNTY BOARD OF EDUCATION, GOSHEN, KY, 2012-2013

Answered phones, registered students for class, made copies, organized mailrooms, and took prospective students on a tour of the school. Learned how to deal professionally with people and how to work in an office environment.

LEADERSHIP EXPERIENCE

FRESHMAN COUNCIL REPRESENTATIVE (SGA)

FRESHMAN CLASS TREASURER

DAY OF REMEMBRANCE COMMUNITY SERVICE TEAM LEADER

ALL-STAR KENTUCKY CHEER ATHLETICS CHEERLEADER AND COACH

HONORS / ACTIVITIES

COLLEGE REPUBLICANS

NATIONAL HONOR SOCIETY

ROTARY STUDENT OF THE MONTH

COMPUTER SKILLS

Windows/XP	Microsoft Word	Microsoft PowerPoint
Microsoft Excel	Microsoft Publisher	Internet/ Email

RERERENCES

AVAILABLE UPON REQUEST.

RÉSUMÉ SAMPLES

PSYCHOLOGY

HAMMAN KYZAR

1325-C Moize Cut-Off Road • Jackson, TN 38305 • (731)555-7436

Email: student@uu.edu

EDUCATION

Union University, Jackson, TN

Bachelor of Arts in Psychology, May 2018

Intensa Language Institute, San Jose, Costa Rica

Conversational Spanish Certificate, August 2017

WORK EXPERIENCE

Practicum in Adoptive Placement, 2018

Child and Family Services, Jackson, TN

Compiled biographical information, medical and financial records, criminal background checks, and personal references in order to determine whether a family is fit to adopt a child.

Clerical Assistant, 2016-2017

Union University Office of Institutional Advancement, Jackson, TN

Entered data into computer system using various programs, prepared items to be mailed, organized information in the filing system, answered phones.

Dorm Hostess, Summer 2015 and 2016

Centrifuge Youth Camp, Union University, Jackson, TN

Collected money for damaged property and lost keys, received complaints from counselors and assisted in resolving various dilemmas, enforced university rules to campers each week.

Teacher, Waitress, Summer 2014

Camp of the Woods, Speculator, NY

Taught children's classes, coordinated children's activities, served families at the dining hall.

Sales Associate, Summer 2013, Winter 2013/2014

Hibbett Sporting Goods, Corinth, MS

Operated cash register, facilitated refund transactions for returned merchandise, assisted customers in selection of purchases, conducted inventory.

Cashier, Summer 2012

Dairy Queen, Corinth, MS

Operated cash register, learned valuable customer service skills.

COMMUNITY SERVICE

- Big Brothers Big Sisters
- Inner City Outreach Program
- Jackson Tornado Clean-Up Efforts

SKILLS

- Practical knowledge of Spanish
- Microsoft Word and Excel; Windows, XP; Internet and Email

Issy Chi

12 Psychology Blvd. * Imperial, MO 63052 * issychi@gmail.com * (312) 322-2223

Profile/Objective

A self-motivated, responsible, and disciplined individual who is passionate about serving people and who is also eager to learn new approaches to counseling.

Education

UNION UNIVERSITY – Jackson, TN

Bachelor of Science in Psychology with a minor in Family Studies, May 22, 2018

Major GPA: 3.8

Honors & Awards

- **Member of Psi Chi:** The National Honor Society in Psychology
- **President's List:** last four consecutive semesters of undergraduate for a 4.0 GPA
- **Academic Scholar:** Earned Academic Scholarship to Union University

Research Experience

- Union University, Jackson, TN
- **Course:** Applied Research Fall 2017
- **Supervisor:** Ms. Jinni Blalack Associate Professor of Psychology
- Research including Statistical Analysis of Consumer Choice
- Finding presented at the Annual Mid-South Psychology Conference (2010)

Statistical and Computer Experience

Courses: Probability and Statistics, Behavioral Statistics, Micro-Computing

Analysis techniques used: Analysis of Variance, Pearson's r, Chi-square test, Mann-Whitney U, Factor Analysis and Regression Analysis

Computer Program Proficiency: Microsoft; Access, Word, Excel, SPSS

Statistical and Computer Experience

- Raised support for spending 5 weeks in Allahabad, India to teach at a school for orphans
- Philanthropy Chair of Kappa Delta Sorority
- Children's Sunday School Teacher
- Raised support for spending 6 weeks in Namibia, Africa to teach at a school for orphans
- Formed social justice initiative "True Religion": relief for widows, orphans and single mothers through volunteer labor and donations

Professional Experience

Internship: Knights of Columbus; Supervisor: Dr. Darla Swann, Ph.D.

Presenter: Mid-South Psychology Conference

MARILYN MARIE MOUNTAGE

2485 Dusty Road ♦ Henderson, TN 38340 ♦ (731) 555-4094

E-mail: mmmtag@hotmail.com

EDUCATION

Bachelor of Arts in English and Psychology, Union University, Jackson, TN, May 2018

Emphasis: Creative Writing

Minor: Interdisciplinary Studies (Honors)

GPA: 3.70

PROFESSIONAL WORK EXPERIENCE

Staff Writer, *Chester County Independent*, 2018-Present

- ◆ Specializing in feature and education reporting
- ◆ Experienced in layout design and mass media photography focusing on a variety of subjects and settings
- ◆ Publicity chairman for Relay For Life 2018, utilizing local paper as outlet for publicizing non-profit fund raising events
- ◆ Tennessee Education Association “School Bell Award” winner in 2017. Designed scrapbook to display articles.

English Tutor, Union University Learning Center, 2015-2018

- ◆ Proofreading papers for grammar and content
- ◆ Offering suggestions for improvement
- ◆ Focusing frequently on needs of international students

Receptionist/Clerk, Golden Butterfly Home Health, 2015-2017

- ◆ Organizing and maintaining filing systems
- ◆ Preparing copies for and organizing medical charts
- ◆ Receptionist duties
- ◆ Designing forms using Microsoft Word and Excel

Writer, “CCHS Chatter,” *Chester County Independent*, 2011-2013

- ◆ Writing a weekly news column about the events at Chester County High School
- ◆ Published in the local paper

OTHER WORK EXPERIENCE

Student Worker, Union University English Department, January 2018-May 2018

- ◆ Assisting faculty members with grading, classroom monitoring, and research
- ◆ Clerical assistance (ie. Data processing, copying, filing, and ordering materials)

HONORS AND ACTIVITIES

Creative Writing Workshop assistant ♦ Academic Excellence award (Psychology, highest GPA) ♦ Honors Student of the Year award ♦ Union University President’s List ♦ Who’s Who Among Students in American Universities & Colleges ♦ International Study Abroad – France & Great Britain (Philosophy & English) ♦ Sigma Tau Delta (President) ♦ Honor Students Association (Historian/Secretary) ♦ Psi Chi (Senator) ♦ Psychology Club ♦ Yearbook, *Lest We Forget* (Section Editor) ♦ International Justice Mission ♦ Global Opportunities Mission Trip (Erd, Hungary) ♦ Kappa Delta Sorority (Scrapbook/Historian & Scholarship chairperson)

PRESENTATIONS

- ◆ *A Search For Truth: The Influence of Epistemology in English Romantic Poetry* – Honors Thesis & Presentation (2018)
- ◆ *Deconstructing Jordan: Refuting the Hemingway Stereotype in For Whom the Bell Tolls* – Sigma Tau Delta Conference in Boise, Idaho (2018), Senior Seminar Presentation of same title (2017)
- ◆ *Religion and Romanticism: Forming a New Religion* – Research paper & Presentation (2016)
- ◆ *Kabbalah, Mysticism, and the Works of William Blake* – Research paper & Presentation (2015)

COMPUTER SKILLS

- ◆ Windows; Mac; Microsoft Word, Excel, PowerPoint; Quark; Internet/E-mail; Efficient Typist

RÉSUMÉ SAMPLES

PUBLIC RELATIONS

REBEKAH LAUREN ROBINSON

School Address: 1050 Union University Drive • UU Box 555 • Jackson, TN 38305 • 731-555-5815

Permanent Address: 7286 Slewcrest Avenue • Lawrenceville, GA 30043 • 770-555-1395

E-mail: blrob555@yahoo.com

OBJECTIVE

To obtain a position at the White House serving as an intern in order to learn more about the daily workings of the government and to serve to promote the agenda of President Bush and the White House.

QUALIFICATIONS SUMMARY

- Outgoing personality with the ability to work well with others and receive direction from peers and authority
- Determined and professional, willing to pursue and achieve set goals
- Proficient use of computers, specifically MS Office, Internet and Email

EDUCATION

Bachelor of Arts in Political Science, May 2018

UNION UNIVERSITY JACKSON, TN

Minor: Public Relations

RELATED EXPERIENCE

Ambassador • Student Government Association • Jackson, TN • Fall 2017-present

Serve as the liaison between the student population of 2900 and the faculty and staff population of 325. Meet weekly with school administration and express the concerns and desires of the student body with administration and staff

Campaign Marketing • Jackson, TN • Campaign 2017 • Served distributing literature throughout the Jackson and surrounding community for the Bush-Cheney campaign • Jackson, TN • Campaign 2017 • Served distributing literature and information throughout the Jackson community for the Scott Colden campaign • Atlanta, GA • Campaign 2015 • Served distributing information regarding John Linder's campaign

Senator • Student Activities Council • Jackson, TN • Fall 2014-Spring 2016 • Served as the Senator for the Student Activities Council in the Student Government Association assisting in creating and passing legislation. Also served as an active member engaged in leadership in the council by planning and executing activities for the whole campus

PROFESSIONAL EXPERIENCE

Taylor & Lockridge Co., Atlanta, GA (seasonal), **Literature Supervisor and Office Assistant**, December 2014-present

Carlisle & Carlisle, LLC, Lawrenceville, GA, **Office Manager**, Summer 2014 *Century Electric Company*, Atlanta, GA, **Office Manager Assistant**, Summer 2013-Spring 2014

HONORS & ACTIVITIES

Union University, Jackson, TN

- **Public Relations Student Society of America • Spring 2018 • Serving as a member and assisting the President in creating a public relations campaign for the *Cardinal & Cream***
- **Public Relations Society • Fall 2017 • Served as a member engaged in the decision-making process of the organization**
- **Resident Assistant • Fall 2016-present • Oversee a building of 48 girls & assist the Resident Director in daily duties**
- **College Republicans • Fall 2014-present • Serve as an active member aiding the president in decisions and meetings**
- **Presidential Prayer Team • Fall 2014-present • Serve as U.S. Presidential prayer intercessor post 9/11 praying daily for the President and his administration; receive weekly updates regarding the President's activities and current issues facing the nation**

REBEKAH LAUREN ROBINSON

School Address: 1050 Union University Drive • UU Box 555 • Jackson, TN 38305 • 731-555-5815

Permanent Address: 7286 Slewcrest Avenue • Lawrenceville, GA 30043 • 770-555-1395

E-mail: blrob555@yahoo.com

PROFESSIONAL REFERENCES

Eddie Bryant

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Professor

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Sean Evans, Ph.D.

Associate Professor of Political Science

Union University

(731) 555-1111

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Diane Corn

Operations Manager

Taylor & Lockridge Company

(111) 111-2170

dianec@taylorandlockridge.com

Jim Gould

School Address: UU 5555 •Union University Drive •Jackson, TN 38305

School Phone: (731)555-4874

Permanent Address: 802 Grapevine Cove •Bartlett, TN 38133

Permanent Phone: (901)555-8344

Email: gouldjim@aol.com

Excellence-driven team player with verbal and written communication skills. Independent, hard worker who follows through on projects. Flexible, dependable, dedicated, and personable.

Education:

Bachelor of Arts in Public Relations, May 2018 **GPA: 4.0**

Minor in English

Union University, Jackson, TN 38305

Work Experience:

Alumni News Coordinator and Student Worker, Office of University Relations, Union University, Jackson, TN, 2017-present

Wrote, compiled, and edited announcements about alumni for the university's *Unionite* magazine; wrote and edited press releases, materials for advertising and Web sites; performed other duties as needed

Copy Editor, Cardinal & Cream, Union University, Jackson, TN, 2017-present

Proofread and edited stories for AP style, accuracy, and balance; wrote news stories as needed; assigned tasks and coordinated efforts of the publication seminar class at each production night; participated in weekly meetings of the editorial board; critiqued each issue

Staff Writer, Cardinal & Cream, Union University, Jackson, TN, 2016-2018

Wrote news and feature stories, proofread and edited stories, assisted in layout and other duties as needed; participated in critiques of each issue

Receptionist, Faith Baptist Church, Bartlett, TN, 2017

Answered phones on a multi-line system; posted mail daily; performed other office duties as needed, such as faxes, copying and laminating materials, counting money, and typing materials

Computer Skills:

- Windows XP
- Microsoft Office (Word, Excel, Access, and PowerPoint)
- Functional knowledge of PageMaker
- Internet and Email

Honors and Activities:

- Academic Scholarship (National Merit Scholar)
- President's List (2014, 2015, 2016, 2017)
- Alpha Chi Honor Society
- Klemata

Community Involvement:

- Tutoring, Evangelical Community Church, Jackson, TN
- Children's Camp counselor, Faith Baptist Church, Bartlett, TN
- Self Employed Tutor, Bartlett, TN, 2011-2014
- Self Employed Care Giver, Bartlett, TN, 2010-2013
- Mother's Day Out Substitute Teacher, Faith Baptist Church, Bartlett, TN, 2015, 2016

Summer L. Days

1225 Old Denmark Road ♦ Jackson, TN 38301 ♦ (731) 555-4030 ♦ Cell phone (731) 555-5446 ♦ summerday@yahoo.com

Profile

Effective communicator with an innate ability to adapt to new environments. Willingness to learn new things and quickly comprehend situations. Enjoy working with the public. Highly organized and motivated, enjoying challenges.

Education

Union University ♦ Jackson, TN ♦ *Bachelor of Science in Communications*, May 2016

Major: Public Relations and Advertising **Minor:** Human Studies

Professional Experience

PUBLIC RELATIONS: Chick-fil-A, Jackson, TN. Summer 2016 to present

Collect data and write press releases to market franchise and community oriented programs; write and record radio commercials for events.

ASSISTANT MANAGER: Chick-fil-A, Jackson, TN. September 2012 to present

Work and manage the public and employees by addressing concerns; organize store records by working with computer software; keep accurate and dated accounts of money and deposits.

PUBLIC RELATIONS INTERNSHIP: *The City News*, Jackson, TN. 2011-2012

Work with local and outside businesses by selling advertisements; Organize and maintain contact information by database; Design press kits for new businesses.

STAFF WRITER: *Cardinal & Cream*, Union University, Jackson, TN. Spring 2012

Write features; edit stories; assist in layout design

Scholarships

- ♦ Chick-fil-A Scholarship ♦ Elmer Miller Foundation Scholarship ♦ Union University Scholarship
 - ♦ Westover Baptist Church Scholarship
-

Other Work Experience

PROGRAM ASSISTANT: Westover Baptist Child Care Center, Jackson, TN. Summer 2012

Course Work

Sociology Psychology ♦ Marriage and Family Relationships ♦ Cultural Anthropology ♦ Behavior and Cognitive Theories of Learning ♦ Theories of Personality

Skills

Adobe PageMaker 7.0

Internet & E-mail

MS Office (Word, PowerPoint, Excel)

Publications, Presentations, & Projects

Advertising Campaign for the Jackson Area Chapter of the American Red Cross in Jackson, TN. Create press kits, PSA's, full-color page ads, press releases, and television and radio commercial spots. Fall 2015

Public Relations Committee for the Jackson Area Chapter of the American Red Cross in Jackson, TN.

Part of Public Relations Committee for the Spirit of America, Musical Gala and Canteen Dance. Made Press releases, PSA's and draft veteran letters. Spring 2016

RÉSUMÉ SAMPLES

SOCIAL WORK

TASHA S. WHITE

50 Dunn Ridge Dr. ♦ Apt. M ♦ Jackson, TN 38305 ♦ (731) 344-1925

E-mail: tashswhite@yahoo.com

Goal oriented team leader/player. Committed to building relationships and helping others through genuine communication and excellent customer service. Enjoys being around others while working together to achieve set goals. Personable, dedicated, organized, and dependable.

Education

Bachelor of Social Work (BSW) with a Minor in Physical Education, Dec. 2017
Union University, Jackson, TN

Related Experience

Sales Representative, Alpine Christmas Store, (Santa's Pen), Jackson, TN, 2017

Assisted customers with purchases and selections, inscribed Christmas ornaments, opened and closed booth, handled money, and controlled inventory

Intern, Wo/Men's Resource & Rape Assistance Program (WRAP), Jackson, TN, 2017

Fielded crisis calls, wrote case notes, assisted with court advocacy and shelter management, observed group, participated in staff meetings, assisted staff with event planning and marketing, participated in Health Fair; informed attendees of services offered, designed marketing materials for annual and participated fundraising event

Office Assistant, Sisterhood/Brotherhood Program, Jackson, TN, 2017

Monitored and observed students during on-the-job training and while being mentored by area small business owners/entrepreneurs, served as a receptionist, faxed information, filed, and organized

Camp Counselor, Union University Lady Bulldogs Basketball Camp, Jackson, TN, (Summers) 2014-2017

Taught kids ages 4-17 the fundamentals of basketball, served as a mentor, and lead devotions

Receptionist, Jackson Cinema 10, Jackson, TN, 2015

Front desk receptionist, sold tickets, greeted customers, answered phone, worked in concessions, and cash management up to \$700-\$1,000 nightly

Other Experience

Care Provider, Assisted Living, Jackson, TN, 2015-present

Administer medication to patients, assist with grooming wardrobe needs, and test blood sugar

Organizations and Activities

DARE Role Model

Habitat for Humanity

Mission Convalescent Home

Pathways

WRAP

Student Association of Social Workers

Boys and Girls Club

Adopt a Grandparent

St. Jude Walk- and Radio-A-Thon and Up 'Til Dawn

Milan No-Till Day Future Farmers of America (FFA)

Lion's Club Food Drive

Christmas baskets for the elderly and homebound

Major Accomplishments

College: Earned Full Athletic Scholarship

3-Year Starter

NAIA Player of the Week (Twice)

Member of the 1,000 Point Club

Team Captain (Sr. Year)

High School: 3 State Championships

All State, District, & Region (3 years)

District MVP

All West TN Team (3 years)

Team Captain (Sr. Year)

Technology Skills

♦ Windows....XP ♦ Office XP (Excel, Word, & Access) ♦ Internet & E-mail

Emily J. Washburn

UU 5555 • 1050 Union University Drive • Jackson, TN 38305 • 731-555-2344 • student@uu.edu

Objective

Energetic, hard-working, people-focused individual seeking to serve and advocate for vulnerable individuals, families, and communities. Dedicated to empowering others while connecting them with needed resources and by raising awareness. Excellent communication and proven leadership skills. Self-motivated, optimistic, responsible, and trustworthy.

Education

Union University, Jackson, TN

BSW, Bachelor of Social Work, May 2018

GPA: 3.74

Relevant Coursework

- Beginning Spanish I, II, & Conversation/Grammar
- Child, Growth, and Development
- Community Social Service Experience
- Foundations for Social Work Practice
- Human Behavior in the Social Environment I, II
- Populations at Risk
- Psychopathology
- Research and Statistical Methods in Social Services
- Social & Economic Justice
- Social Policy
- Social Work Practice with Individuals, Families, Organizations, Communities, & Groups

Related Field Experience

Alexandria Place, Jackson, TN (Fall 2016)

Volunteer

- Assembled the social history of a resident of Alexandria Place Assisted Living and presented it at a Christmas banquet held by Union University for the residents.

Youth Villages, Jackson, TN (Fall 2017)

Intern

- Shadowed a social worker during home visits and participated in Supervision and Consultation meetings.

CANstruction (Fall 2016, Fall 2017)

Team Captain/Student Coordinator

- A national food drive in which organizations compete by building structures out of cans of food.

Social Work Awareness Day, Union University (March 2016)

Student Coordinator

- Oversaw other students and raised money and items for the silent auction.

Area Relief Ministries, Jackson, TN (Spring 2016)

Intern

- Served the homeless community of Jackson through the *Room in the Inn* program and developed a psychosocial analysis and needs assessment interview for the program.
- Served low-income clients through emergency utility assistance assessments.
- Assisted in the development of future programs for the low income and homeless community of Jackson.
- Case management (served up to 50 clients)

Research Presentations/Conferences

Union University Scholarship Symposium, Presenter

- “*Susie Flynn for President: Demanding Health Insurance for ALL Children in America.*” (Spring 2017)

Research Project (SW 421)

- Determining the cause of unsuccessful independent living for foster care alumni in North America (Fall 2016)

Leadership Experience

- Student Government Association Officer, Union University, (2016-2018)
Senior Class Secretary (2007-2008), Junior Class Secretary (2016-2017)
- Alpha Psi Omega, Union University, Active Member (2015- 2017)
- New Student Orientation, Union University, (Fall 2016, Fall 2017)
- Alpha Psi Omega, Union University, Historian (2015- 2016)
- Social Work Reaches Out, Union University, President (2016)

Other Experience

- Nephrology Associates, Chattanooga, TN (June 2015)
Office Assistant
- Chamberlain Family (June-August 2015)
Childcare Provider

Volunteer/Community Service

- Orange Grove Center, Chattanooga, TN
- Hurricane Katrina relief trip, Mobile, AL
- Widow’s Harvest, Chattanooga, TN
- Mwanza, Tanzania
- Orphanage Casa Para Ninos Aleluya, Guatemala
- Temuco, Chile
- Union University Theatre, Jackson, TN
- Room in the Inn, homeless ministry, Jackson, TN

Technology Skills

- Windows XP
- Microsoft Office (Word, Excel, PowerPoint)
- Internet & Email

Awards

- Alumni Leadership Scholarship (2014-2018)
- Academic Scholarship (2014-2018)
- Union Tennessee Baptist Churches Scholarship (2014-2018)
- Best Supporting Actress, Union University (2015-2016, 2016-2017)
- Barnabas Leadership Award Finalist, Union University (Spring 2017)

Finalists nominated from student body based on student leadership and community service

LA'WANDA G. DAVISON

School Address: UU 5555 • 1050 Union University Dr. • Jackson, TN 38305 • (731)555-5804

Permanent Address: 1046 E Lawnwood • Collierville, TN 38017 • (901)555-7462

Email: student@uu.edu • *Cell:* (901)555-7499

PROFILE/OBJECTIVE

Dedicated and responsible team player committed to serving the children and families in Tennessee through the field of Social Work. Strong communication and organizational skills. Proven leadership experience. Hardworking, cooperative, and personable.

EDUCATION

Union University, Jackson, TN

Bachelor of Social Work (BSW), May 2016

Minor: Human Studies **Cumulative GPA:** 3.32 **Major GPA:** 4.0

PROFESSIONAL EXPERIENCE

CPS Intern, *Tennessee Department of Children's Services*, Covington, TN, 2016-present

- Investigate child abuse and neglect referrals from Central Intake
- Interview and build rapport with persons involved in an abuse/neglect referral
- Collaborate with families to determine strengths and appropriate actions for safety
- Complete 740 and Structured Decision Making Safety and Risk Assessments
- Obtain background checks on alleged perpetrators when necessary
- Attend Child and Family Team Meetings and Child Protective Investigative Team Meetings assisting when appropriate and/or necessary
- Identify safety and risk factors within the family system

Resident Advisor, *Union University*, Hurt Complex, Jackson, TN, 2016-present

- Assist and advise students with residence life needs
- Conduct room checks for on-campus students
- Assist in planning residence life activities and events
- File maintenance reports online using computer database system

Secretarial Assistant, *Doctor's Billing and Accounts Management Service*, Memphis, TN, 2015

- Collected money for surgeries
- Scheduled anesthesia for patient surgeries
- Recorded patient insurance information into Lytec computer system
- Organized and distributed mail daily

PROFESSIONAL EXPERIENCE

Activities Director, *Alexandria Place Assisted Living*, Jackson, TN, 2014-2015

- Planned each monthly calendar of events for residents
- Coordinated and facilitated various activities weekly
- Developed, designed, and published the monthly newsletter for residents and families
- Shopped for and bought supplies for activities as needed
- Made contacts with persons in the community to volunteer at the facility

Student Assistant, *Social Work Department*, Union University, 2013-2014

- Assisted in planning and coordinating professional conferences
- Word processing and data entry in Microsoft Word and Excel
- Creative planning for bulletin boards, backboards, etc.

VOLUNTEER/COMMUNITY SERVICE

Volunteer, *Alexandria Place Assisted Living*, Jackson, TN

Volunteer, *Life Choices*, Memphis, TN

Volunteer, *Morningside Assisted Living*, Jackson, TN

Teacher/Missionary, *Navajo Missions*, Klagetoh, AZ

Volunteer, *Camp Liv-It-Up* (United Cerebral Palsy of the Mid-South), Memphis, TN

Children's Church Teacher, *Peterson Lake Baptist Church*, Collierville, TN

- Certified by Child Evangelism Fellowship Ministries as a children's teacher

LEADERSHIP EXPERIENCE/PROFESSIONAL DEVELOPMENT

Member, *Phi Alpha Social Work Honor Society*, Union University

Small Group Leader, *Klemata Women's Ministry*, Union University

Advocate for *Child Welfare Worker Loan Repayment Policy* in Tennessee

Stipend/Scholarship Recipient, *Tennessee Department of Children's Services*

Participant, *Spring Social Work Conference*, Union University/NASW-TN

Presenter, *Social Work Day on the Hill*, Nashville

President, *Student Association of Social Workers*, Union Chapter

National Contest Winner, *Influencing State Policy*

Presenter, *Union University Scholarship Symposium*

Student Worker/Participant, *The State of the Child, The Children of the State*, Child Welfare Conference, Union University

Student Worker/Participant, *Flying with Broken Wings* workshop, Union University

Chaplain, *Student Association of Social Workers*, Union Chapter

RÉSUMÉ SAMPLES

SOCIOLOGY

WILLOW AVERY WOODS

1450 Reid Hollow Lane Apt 6 · Jackson TN 38305 · (731) 555-0371 willowwoods@yahoo.com

Sales and Customer service

Self motivated team player with strong organizational skills and hands-on experience in Business to Business sales, Healthcare sales and customer service. Enjoys working with people as a whole with the express purpose of providing quality service to improve business, while utilizing talents and skills to advance company profits. Personable, creative, dependable and success driven. Goal oriented with a strong sense of commitment.

Education

B.A., Bachelor of Arts Degree in Sociology with a Minor in Management, December 2018

UNION UNIVERSITY, Jackson, TN **GPA: 3.2**

Professional Experience

Intrepid USA Healthcare Services, Jackson TN 2016-present

- Home Health and private duty staffing agency-*Account Executive*
- Establish strong working relationships with area physicians, medical facilities.
- Educate referral sources and community on how our services can be utilized.
- Prepare and execute weekly call plans making 8-10 presentations a day.
- Travel to all key accounts within our coverage area to generate referrals.
- Develop new informational programs to market to referral sources.

AHA SPECIALTIES, JACKSON TN, 2016

- Advertising Specialty Company - *Customer Service Rep. & Outside Sales Representative*
- Built a customer base by cold calling on other businesses.
- Sold promotional products, wearable items, and business forms.
- Placed orders to vendors and managed customer accounts.

JACKSON MASSAGE & DAY SPA, JACKSON TN, 2015-2016

- Full Service Salon and Day Spa - *Assistant Manager*
- Managed the daily functions of the facility.
- Scheduled all appointments for the facility.
- Assistant buyer for the retail products sold within the facility.

PHYSICAL THERAPY OF JACKSON, JACKSON TN, 2014-2015

- Outpatient Physical Therapy Clinic - *Office Manager*
- Managed the activities, patient information, and appointments within the clinic.
- Assisted in the marketing of the clinic to local medical community.

City Hall, Jackson TN, 2014

- City Government - *Intern for the Director of Sports and Event Marketing*
- Duties were to assist in marketing a series of entertainment events for the city.
- Sold advertising to area businesses, created a program booklet to be used for the events.
- Managed the catering for the events and provided the entertainers with the requirements in their contracts.

Stirling Designs, Jackson TN, 2013-2014

- Interior Design Company - *Sales Assistant*
- Assisted customers in selection of wallpaper, window treatments and fabrics.
- Maintained store inventory by updating price lists & removing discontinued items.
- Placed orders to various home design companies; assisted in financial transactions such as making bank deposits; managed telephone transactions and opened and closed the store.

Computer Skills

- Word Perfect; Word; Power Point; Excel; Access; Internet & E-mail

Other Experience

- **Jackson Massage and Day Spa, Receptionist**, Jackson TN, 2014
- **Chili's Bar and Grill, Server**, Jackson TN, 2012

MATTHEW B. MANCHESTER

Address: 1965 Bascom Rd. Jackson, TN 38305 **Phone:** (731) 555-1891

E-mail: mbman03@aim.com

A responsible, goal-oriented, self-motivated, quick-learning, and personable professional possessing excellent communication skills, an ability to work effectively in diverse environments, and a commitment to building and maintaining relationships with others.

EDUCATION

Bachelor of Science in Human Studies, December 2018

Union University, Jackson, TN

Majors: Psychology and Sociology

- 3.45 Overall GPA

RELATED WORK EXPERIENCE

Bubba's Bagels Coffeehouse, Jackson, TN, 2017-Present

ASSITANT MANAGER

- Managed both daytime and nighttime shifts
- Supervised 6-8 customer service employees
- Responsible for Inventory and Ordering

Porter-Cable Power Tool Corporation, Jackson, TN, 2015, 2016

TECHNICAL SERVICE ASSISTANT

- Created technical drawings of power tools using AutoCAD
- Managed power tool database using Microsoft Excel and AS400

Chick-Fil-A Corporation, Jackson, TN, 2010-2016

TEAM LEADER

- Supervised 4-6 team members
- Organized employee placement to ensure product quality and efficient service

COMPUTER SKILLS

- Windows/NT/XP
- Microsoft Word, Excel, and Power Point
- AutoCAD
- AS400
- Internet and E-mail
- Proficient Typing

RÉSUMÉ SAMPLES

SPANISH

CHARLI CULVER

1050 Union University Drive ♦ UU Box 5555 ♦ Jackson, TN 38305
Phone: (731) 555-4388 ♦ E-mail: charli@yahoo.com

EDUCATION

Bachelor of Arts in Spanish, May 2018

Emphasis: Language and culture

GPA: 3.857

Bachelor of Arts in Teaching English as a Second Language, May 2018

GPA: 3.667

Union University, Jackson, TN

PROFESSIONAL WORK EXPERIENCE

English Teacher, *Union University Intensive English Program*, 2016

Taught English as a second language to Brazilian students using music, grammar, and culture classes

Secretary and Real Estate Assistant, *Thomas Properties*, 2014-2016

Located homes for sale, assisted in the buying process, worked with clients, filed, paid bills

Sales Associate, *Saks, Incorporated*, 2013

Worked cash register, helped customers select purchases, balanced cash drawers, cleaned the sale floor

OTHER WORK EXPERIENCE

Self Employed Care Giver, *Birmingham, AL*, 2012-2014

Child care provider for individual families

ACADEMIC HONORS & MEMBERSHIPS

- ♦ President's List, 2017
- ♦ Dean's List, 2015-2016
- ♦ Ambassador, 2015-2016
- ♦ Study abroad (Madrid, Spain) 2014

VOLUNTEER WORK

- ♦ Mission trips to Mexico, Nicaragua, Italy, and Spain
- ♦ English tutor for Japanese and Hispanic students

OTHER SKILLS

- ♦ Microsoft Word, Excel, and Power Point
- ♦ Conversational Spanish skills

Johnson T. Grayson

41 Eastdale Lane • Memphis, TN 38134

Home: 901-555-4760 • Cell: 901-555-8681 • Email: jtgray@hotmail.com

PROFILE / OBJECTIVE

Dedicated, dependable, and flexible individual seeking a full-time position as a Spanish/English interpreter. Excellent organizational and interpersonal skills. Sensitive and empathetic to the needs of others. Fluent in Spanish. Experienced in translating and interpreting both verbal and written communication. Keen awareness to the nuances of both languages. Rich multicultural experience. Reflective, detailed, and excellence-driven.

EDUCATION

UNION UNIVERSITY, Jackson, TN, December 2018

Bachelor of Arts in Spanish

Bachelor of Arts in Teaching English as a Second Language

GPA: 3.97

PROFESSIONAL PREPARATION

Jackson-Madison County School System, Jackson, TN, 2018

Student translator

Translated documents in conjunction with the No Child Left Behind Act

RELATED EXPERIENCE

Music with Love, Memphis, TN, 2017-2018

Interpreter/Translator

Interpreted and translated in local Mexican schools for a visiting violin performance group

- Cozumel, Mexico

Bellevue Baptist Church, Memphis, TN, 2016-2018

Interpreter/Translator

Interpreted and translated for interpersonal communication, sermons, and speeches to large groups

- Merida, Venezuela
- Mazatenango, Guatemala
- San Pedro Sula, Honduras
- Managua, Nicaragua
- Tegucigalpa, Honduras

ADDITIONAL STUDIES ABROAD

University of Guadalajara, Guadalajara, Mexico, 2018

- Completed courses in Mexican culture and literature; lived with a local Mexican family

Escuela Pico Bonito, La Ceiba, Honduras, 2017

- Participated in an immersion experience; lived with a local Honduran family; tutored multiple hours each day by a native Spanish speaker

OTHER WORK EXPERIENCE

Union University Department of Language, *Student Aid*, Jackson, TN, 2017-2018

Calvary Baptist Church, *Administrative Assistant*, Jackson, TN, 2016-2018

Fort Wayne Pools, *Secretary*, Memphis, TN, 2012-2015

Howard Pensky

128 Vista Pine Cir. ~ Ft. Myers Fl. 33913 ~ (239) 555-8839 ~ Forgivn@aol.com

Spanish Speaking ~ Mission Fields Worker ~ Teacher

Spanish speaking teacher with multiple years of experience working on the mission field; Team player/leader who enjoys working with and for people, specifically children, in multiple types of situations; Christ-centered, people-oriented server with excellent communication skills both verbally & written; Excellence-driven worker possessing organizational skills and the ability to think through and accomplish tasks at hand.

EDUCATION

Bachelor of Arts in Christian Studies and Spanish, May 2018

Union University, Jackson, TN

G.P.A.: 3.87 (Graduated summa cum laude)

EMPLOYMENT HISTORY

Teacher/ Trinity Christian Academy, Jackson, TN, 2017

Taught beginning, intermediate and advanced Spanish at the high school; *Assisted* in curriculum development.

Director of Inner-City Outreach/ Union University, Jackson, TN. 2014-2016

Coordinated back-yard Bible clubs in housing projects; *Implemented* a mentoring program; *Led* kid's clubs; *Trained* student staff.

Spanish Tutor/ Union University Learning Center, Jackson, TN, 2014-2015

Tutored undergraduate students in Spanish; *Helped* students with verbal skills, papers, and homework.

INTERNSHIPS

McGregor Baptist Church, Fort Myers, FL, 2016

Organized and *directed* Wednesday night children's missions program for 80-100 children. *Taught* Sunday school. *Assisted* in Vacation Bible School.

Missionary Ventures International, Peru, 2014

Organized, directed, and translated short term mission teams; *Taught* English in an elementary school; *Organized* and *taught* English as a Second Language (ESL) workshops; *Implemented* and *led* a girls' youth Bible Study. *Assisted* in overseeing feeding centers. *Directed* children's worship services.

Missionary Ventures International, Mexico, 2013

Translated and *assisted* in leading short term mission teams; *Assisted* in schooling the resident missionary's children.

Missionary Ventures International, Guatemala, 2013

Provided interpersonal translating while assisting with a short term mission's team.

AWARDS/ACTIVITIES

Highest Academic Spanish Ward; Alpha Chi National Honor Society; Who's Who Among American Colleges & Universities; National Dean's List

RÉSUMÉ SAMPLES

SPORTS MANAGEMENT

AMIE ADDAMS

38 Baton Rouge Drive • Hermitage, TN 37076 • (615)555-6146

Amie1999@yahoo.com

PROFILE

Sport Management major with excellent communication and management skills. Strong desire to work where I can utilize my marketing education and technology skills to promote the organization.

EDUCATION

UNION UNIVERSITY, Jackson, TN

Bachelor of Science in Sport Management, May, 2018 – **Emphasis:** *Marketing*

PROFESSIONAL EXPERIENCE

HUSH PUPPIES AND FAMILY, Nashville, TN, Summer 2015-2017

Sales Clerk

- Provided excellent customer service
- Assisted with shoe and style selections
- Cashiering and stocking

CAMP SYCAMORE HILLS, Ashland City, TN, Summer 2015

Counselor

- Attended to a group of children while taking them to the different activities throughout camp.
- Provided adult supervision to children from morning to night.

TECHNOLOGY SKILLS

- Microsoft Office User Specialist Certified
- Proficient use of Internet and E-mail

COMMUNITY SERVICE

ZETA TAU ALPHA: Fundraiser for Susan G. Koman Breast Cancer Foundation; Assisted with Carl Perkins Easter Egg Hunt

OTHER EXPERIENCE

CRACKER BARREL, Jackson, TN, 2014-present

Hostess

- Greeted and seated guests within the restaurant
- Assisted servers when needed

Server

- Greeted guests after seated and served guests food and drink
- Attended to any other food needs upon request
- Helped keep kitchen area clean and stocked

Heather Marie Heidrock

Present Address: 2376 Reid Hollow Lane Apt. 8 * Jackson, TN 38305 * (731) 555-1740* (270) 555-4773

Permanent Address: P.O. Box 555 HWY 121 South * Farmington, KY 42040* (270) 555-2121

Email: hmheidrock@aol.com

Marketing ~ Sales ~ Public Relations ~ Promotions

PROFILE

Demonstrates excellent communication, organization, and listening skills. Enthusiastically approaches new and challenging roles with quick understanding. Career minded with a firm sense of commitment, determination and dedication. Extremely competitive, self-motivated, and goal oriented. Confident and personable individual who would love to work in a team environment.

EDUCATION

Bachelor of Science in Business in Business Management **May 2018**
UNION UNIVERSITY, Jackson, TN
Major: Sports Management **Minor:** Marketing **Major:** G.P.A: 3.26/4.0

PROFESSIONAL WORK EXPERIENCE

Assistant Manager, Hibbett Sports **2016- Present**
* Receive and Unload Shipment truck
* Perform opening and closing duties
* Operate and balance cash drawer

Student Intramural Coordinator **2016-Present**
* Schedule all the Intramural games of the college including football, volleyball, basketball, & softball.
* Oversee, supervise, and officiate all Intramural events
* Update all scores and points for the Program on computer software program.
* Create and prepare all marketing material for the Intramural Events
* Implement and create new rules to make the program better
* Served on a disciplinary Committee, dealing with inappropriate conduct during Intramural events

Sales Manager, Jones Creek Golf Course **Summer 2015**
* Performed cold calls to area business in Jackson
* Met with owners and company presidents to discuss the course
* Faxed and emailed materials to businesses
* Performed market research on the other golf courses in the area
* Sold beverages and food at the golf course

West-Tenn Diamond Jaxx (Chicago Cubs AA Affiliate) **Summer 2014**
* Prepared suite boxes for every home game
* Took orders and carried food to fans during the game
* Cleaned suites after each home game
* Assisted Promotions Director with promotional activities
* Handed out literature on concourse

Graves County High School **Summers of 2011-2013**
* Organized and facilitated youth basketball camps
* Worked one on one with individuals to encourage and improve their skills as players
* Created drills and plays for players

ACTIVITIES AND COMMUNITY SERVICE

* Chi Omega Fraternity (Relay for Life, Make a Wish Foundation, Athletics, Sisterhood, Scholarship)
* Purchase Area Leader of Support (Organized and lead convention on drug and alcohol prevention)
* Member of Sigma Delta
* Youth Camp Counselor

COMPUTER SKILLS

* Windows/XP; Microsoft Office (Word, PowerPoint, Front Page); Intranet & Email

Kolter Kidd

1050 Union University Drive • Jackson, Tennessee 38305 • (260) 555-0710 • kkidd@hotmail.com

Profile/Objective

Dependable, punctual, and competitive individual seeking a full-time position as a graduate assistant in sports information. A persistent team player who is passionate about athletics. Knowledgeable in the fundamentals of basketball, baseball, and golf. Experience playing and advanced knowledge of college softball and volleyball. A determined, compassionate, and outgoing individual with strong organizational skills.

Education

Union University, Jackson, Tennessee

Bachelor of Science in Sports Management, July 2018

Emphasis: Communications

Professional Experience

Union University Athletic Department, Jackson, Tennessee, 2017-2018

Student Assistant

- Maintained softball field, washed uniforms, and assisted with clerical duties.

Decatur Softball League, Decatur, Indiana, Summer 2017

Head Coach

- Scheduled games and practices, taught the fundamentals of softball, and supervised 9 and 10 year olds during practices and games.

Union University, Sports Information Office, Jackson, Tennessee, 2017

Intern

- Directly assisted the Sports Information Director, observed the utilization of DakStat software, and assisted with basketball, baseball, and softball statistics.

Union University, Vocatio Center for Life Calling and Career, Jackson, Tennessee, 2017

Student Assistant

- Assisted Events Coordinator with administrative duties, updated Access databases, and posted part-time and full-time jobs on the online employment opportunities website.

Related Coursework

- Merida, Venezuela
- Mazatenango, Guatemala
- San Pedro Sula, Honduras
- Managua, Nicaragua
- Tegucigalpa, Honduras
- Ethics in Sports
- Sport Law
- Managerial Communications
- Introduction to Production
- Computer Ethics

Computer Skills

Windows XP • Microsoft Word, Excel, PowerPoint, Access • Adobe InDesign

RÉSUMÉ SAMPLES

SPORTS MEDICINE

MARSHALL STONE

School Address: UU 5555 • 1050 Union University Dr. • Jackson, TN 38305 • (731) 555-6417

Permanent Address: 1079 E. Caroline St. • Morley, MO 63767 • (573) 555-3313

Outgoing, energetic individual with excellent problem solving skills seeks profession in exercise science.

Education

Union University, Jackson, TN 38305

Bachelor of Science in Sports Medicine, May 2018

Emphasis: Exercise Science and Wellness

Certifications

ACSM Health and Fitness Instructor; First Aid; CPR

Related Work Experience

Nutritionist's Assistant, Patterson and Associates, 2018-present

- Organized weight management class materials and gathered information for the class
- Established and maintained client relations

Athletic Trainer's Assistant, Union University, 2014-2016

- Assisted injured athletes in rehabilitation programs
- Administered heat therapy and cold treatment, ultrasound treatment, and stem treatment

Honors/Activities

Sigma Delta Academic Fraternity

Union University Leadership Scholarship

Life Groups

Computer Skills

Windows/NT/XP; Microsoft Office (Word, Excel, Access, PowerPoint)

Other Work Experience

Facilities Management Grounds Worker, Union University, Jackson, TN, 2016-present

- Team leader – organized work crews
- General labor and landscaping

Cashier, Dollar Tree, Jackson, TN, 2014

- Worked as sales clerk
- Organized store

Mechanic, Cranford's Truck Service, Matthews, MO, Summers 2013, 2014

- Served as a mechanic on cars and small engines
- Manual labor

Custodian, Scott County Central High School, Sikeston, MO, Summer 2013

- Cleaned school
- Did landscape work

Cecilia Larson Cash

3510H BAGBY POINT ROAD
JACKSON, TENNESSEE 38305

PHONE: (731) 555-4433

E-MAIL: cl_cash@hotmail.com

PROFESSIONAL QUALIFICATIONS:

- Self-Motivated
- People Focused
- Detail Oriented
- Excellent Communicator
- Computer Savvy
- Team Leader/Player
- Goal Oriented
- Analytical

EDUCATION:

Union University

BACHELOR OF SCIENCE IN SPORTS MEDICINE, JACKSON, TN, MAY 2018

G.P.A. in Major: 3.8

Emphasis in Athletic Training

PROFESSIONAL EXPERIENCE:

Assistant/Coordinator for the Assistant to the Provost, the Associate Director of Wellness and Student Programs/Director and Assistant Director, Vocatio Center for Life Calling and Career

UNION UNIVERSITY, Jackson, Tennessee, 2016-Present

- Developed marketing materials
- Events planning
- Contract management
- Handled facilities reservations
- Web-site maintenance
- Scheduled appointments
- Used multi-line phone system
- Supervised employees
- Performed daily maintenance for numerous databases
- Conducted workshops for intramural referees
- Organized student athletic competitions
- Maintained outside memberships to university facilities
- Provided on-site first-aid care for intramural sports
- Accomplished office responsibilities such as mass mailing, filing, and general computer work

Senior Level Student Athletic Trainer

UNION UNIVERSITY, Jackson, Tennessee, 2016-Present

- Athletic trainer for varsity sports including soccer, basketball, golf, baseball, softball, and tennis
- Educated to use therapeutic modalities such as electrical stimulation, ultrasound, whirlpools, etc.
- Responsible for pre-treatment, post-treatment, gathering equipment and supplies for sideline use and evaluating injuries under the supervision of the head athletic trainer
- Administered first-aid care under the guidelines of the American Red Cross Professional Rescuer Certification
- Performed daily training room duties as assigned

PROFESSIONAL EXPERIENCE (CONT'D):***Secretary***

JOHN HANCOCK FINANCIAL SERVICES, Jackson, Tennessee, 2013-2016

- Performed office responsibilities such as filing, answering phones, scheduling appointments, typing correspondence letters, etc.
- Handled and documented premium payments
- Interacted with clients concerning their appointments and account requests
- Prepared sales material, application packets, and proposals using specialized computer programs
- Cleaned office area on a daily basis
- Other tasks as assigned

SPORTS & RECREATION LEADERSHIP:***Coach, Captain, Referee, Participant, & Coordinator***

UNION UNIVERSITY COLLEGIATE INTRAMURAL PROGRAM, Jackson, Tennessee, 2013-2016

- Flag Football
- Tennis
- Sand Volleyball
- Basketball
- Indoor Volleyball
- Softball
- Indoor Soccer
- Racquetball

COLLEGIATE HONORS & ACTIVITIES:

- | | |
|--------------------------------------------|-------------------------------------------|
| ▪ Chi Omega Fraternity | ▪ Women's Club Soccer Team |
| ▪ Freshman Orientation Team | ▪ Co-ed JAWS Soccer Team |
| ▪ Sigma Delta, Professional Honors Society | ▪ Presentation, Freshman Pre-registration |
| ▪ National Scholars Merit Award Winner | ▪ Wellness & Student Programs Internship |

COMMUNITY SERVICE:

- | | |
|------------------------------------------------------|------------------------------------------------|
| ▪ Make-A-Wish Foundation, Donation Drive | ▪ American Red Cross, Supply Support |
| ▪ American Cancer Society, Relay-For-Life | ▪ Milan YMCA, Youth Soccer Coach |
| ▪ Cookies for Cops, Volunteer | ▪ Casey Jones Balloon Classic, Volunteer |
| ▪ Carl Perkins Center for Child Abuse, Adopt-A-Child | ▪ Samaritan's Purse, Operation Christmas Child |

COMPUTER KNOWLEDGE:

- | | |
|---------------------------------------------|-----------------------------|
| ▪ Internet and E-mail (GroupWise & Outlook) | ▪ Microsoft Office |
| ▪ Windows | ▪ Desktop Publishing |
| ▪ Databases (Access & Customized) | ▪ Graphics Imaging Software |
| ▪ Presentation Software (PowerPoint) | ▪ Spreadsheets (Excel) |

Sports Man

1050 Union University Drive • Jackson, Tennessee 38305 • (222) 222-444 • sman@hotmail.com

Permanent Address: 8888 Management Cove Memphis TN 30000 (901) 111-1112

Profile/Objective

Dependable, hardworking, and competitive individual seeking a full-time position in sports management. A persistent team player who is passionate about athletics (Basketball). Knowledgeable in the fundamentals of basketball. Experience playing and advanced knowledge of college basketball. A determined, compassionate, and outgoing individual with strong organizational skills.

Education

UNION UNIVERSITY, JACKSON, TENNESSEE

Bachelor of Science in Sports Management, May 2018

Emphasis: Sports Marketing - Earned Full Athletic Basketball Scholarship (Full Tuition, 2 Years)

JACKSON STATE COMMUNITY COLLEGE, JACKSON, TENNESSEE

Associate of Science in Physical Education, August 2016

Sports Honors/Awards

- NAIA Champions of Character Award (2018)
- Team Most Valuable Player (Union University, 2018)
- All Conference First Team (Union University, 2018)
- Team Captain (Union University, 2017-2018)
- Varsity Basketball Player (Union University, 2016-2018)
- All Conference Second Team (Union University, 2015)
- NAIA All-Scholar Athlete (Union University, 2015)
- Varsity Basketball Player (JSCC, 2012-2014)
- Team Captain (JSCC, 2013-2014)
- All-Conference First Team (JSCC, 2013-2014)
- All Region First Team (JSCC, 2014)
- Pre-season Junior College All-American (2012)

Professional Experience

Camp Aide, Memphis Park Services Summer Camp, Memphis, Tennessee, 2015-2018

- Taught approximately 50 children, ages of 5-15, different types of games and sports involving fitness and healthy eating habits.

Key Accomplishment: Learned to be patient when teaching/instructing youth to encourage positive self-esteem while promoting athletic skills and knowledge of holistic health.

Mentor, Fundamental Basketball Skills, Jackson, TN, 2018

- Scheduled drills and practices, taught the fundamentals of basketball with two youth, ages 11 and 15, and supervised 11 and 15 year olds during practices and games.

Key Accomplishment: Effectively instilled fundamental and advanced basketball skills within a 1.5 month time period which led to the mentee being selected for high school team.

Related Coursework

- Sport Law
- Sports Administration
- Sport Facilities
- Global Marketing
- Sport Marketing
- Sport Media
- Sports Psychology
- Current Issues in Sports

RÉSUMÉ SAMPLES

THEATER

DAN WILLIAMS

Permanent Address: 1232 Summers Ave • Bowling Green, KY 41101
School Address: UU 12321 • 1050 Union University Dr • Jackson, TN 38305
Phone: (731) 423-2851 • Email: danwilliams@usa.net

Hardworking, dependable, and organized professional with the ability to effectively communicate. People oriented, team player who is a quick learner, goal oriented, and follow through.

EDUCATION

Bachelor of Arts in Communications (B.A.) December 2018

Union University • Jackson, TN

Major: Theatre Education

RELATED WORK EXPERIENCE

Union University Theatre • Union University • Jackson, TN • 2016-present

Prop manager • Assisted in constructing sets; Organized and collected props

Highlight: Best Technician Award - Union University Theatre 2017

Assistant light technician

OTHER EXPERIENCE

College Services • Union University • Jackson, TN • 2016-present

Courier • Delivered packets of printed material to professors and staff in the university

Assistant • Assisted with the production of printed items by cutting and folding them and binding books

Children's Department • First Baptist Church • Jackson, TN • 2015-present

Team Kids Leader

Facilitated all activities with the children

Nursery Assistant

Assisted nursery supervisor with the caring of the children and their activities

Dining Hall • Ridgecrest Conference Center • Ridgecrest, NC • 2015

Beverage Assistant

Provided beverages and customer service to large number of consumers

AWARDS/ACTIVITIES/VOLUNTEERISM

Alpha Psi Omega- Member of Theatre Fraternity 2013

Mu Kappa- Member of Missionary Kids group 2013-present

Volunteer- Global Opportunities Trip 2013 (Irving, TX)

Volunteer- Global Opportunities Trip 2012 (Boston, MA)

Short-Term Missions-IMB Summer Missionary 2012 (Kosovo)

Computer Skills

- Windows
- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Proficient Typist
- Internet and Email

BETHANY ANDERSON

SCHOOL ADDRESS: UU 2323 • 1050 UNION UNIVERSITY DRIVE • JACKSON, TN 38305

PERMANENT ADDRESS: 2B LERY DRIVE • CAPE GIRARDEAU, MO 63701

PHONE: (573) 555-6897 • E-MAIL: B.ANDERSON@HOTMAIL.COM

A charismatic, articulate, conscientious individual who enjoys working in a team environment. Seeking a full-time position as a Special Agent or Intelligence Analyst in the Federal Bureau of Investigation. Possesses a positive, teachable attitude, strong work ethic, and commitment to success. Keen and perceptive observer of human nature. Extensive research experience and exceptional organizational skills. *Functional knowledge of the French Language.* Friendly, reliable, and determined.

Education

Bachelor of Arts in Theatre/Speech and Bachelor of Arts in English, emphasis on Creative Writing
Union University, Jackson, TN, May 2018

Leadership Experience

Kappa Delta Annual Date Auction, Co-Founder, Union University

Developed and organized the event to raise money for Prevent Child Abuse America and the Carl Perkins Center, assembled volunteer auction participants, gathered prize donations from local restaurants, and corresponded with Kappa Delta National Office about the progress of the event.

Kappa Delta Sorority, Social Chair, Zeta Beta Chapter, Union University

Planned and coordinated monthly events, developed event themes, delegated various responsibilities, established and oversaw event budget.

Counting to Three, Director, Union University

Researched play's background, organized auditions, directed daily rehearsals, and organized crews.

The Spitfire Grill, Stage Manager, Union University

Took detailed notes for director, designated crew members and supervised their progress, and gathered and organized information for programs and publicity.

Panhellenic Council, Kappa Delta Representative, Union University

Participated in making decisions that would affect all Panhellenic sororities on the university's campus

Multicultural Experience

Traveled to London, England; Paris, France; Rome, Italy; Minsk, Belarus; Nagoya, Japan; and Fukuoka, Japan.

Activities/Honors

- Awarded Union Leadership Scholarship
- Member of Alpha Psi Omega
- Member of Kappa Delta
- Active member of the Union Theatre Department

Special Skills

- Working knowledge of Windows XP, comprehensive Microsoft Office skills (Word, Excel, Power Point), 70 WPM typing
- Basic knowledge of French language and thorough knowledge of International Phonetic Alphabet

Work Experience

Kanakuk K-2 Camp, Kitchen Staff, Lampe, MO, Summer 2017

Worked 10 hour days, served three daily meals, to campers between 13- and 18-years-old, assisted with cleaning facilities, and mentored campers.

Books-A-Million, Bookseller, Jackson, TN, 2016-2017

Assessed customers' needs and suggested products, organized and restocked bookshelves, and served in Joe Muggs Café.

BETHANY ANDERSON

SCHOOL ADDRESS: UU 2323 • 1050 UNION UNIVERSITY DRIVE • JACKSON, TN 38305

PERMANENT ADDRESS: 2B LERY DRIVE • CAPE GIRARDEAU, MO 63701

PHONE: (573) 555-6897 • **E-MAIL:** B.ANDERSON@HOTMAIL.COM

Professional References

Ashley Meddle

Women's Assistant Director
Kanakuk K-2 Camp
(417) 555-3520
deborah@kanakuk.com

David Burke

Professor of Theatre/Director of Theatre
Union University
(731) 555-5287
faculty@uu.edu

Dr. David Malone

Associate Professor of English
Union University
(731) 555-5104
faculty@uu.edu

Stephen Bradshaw

Youth Minister
Lynwood Baptist Church
Cape Girardeau, MO
(573) 555-4600
bradshaw@lynwoodbc.org

RÉSUMÉ SAMPLES

UNDECIDED

JULEE MAYS

School Address: Box 2222 • 1050 Union University Drive • Jackson, TN 38305 • (731) 555-5910

Permanent Address: 7106 N. Via de Mas • Scottsdale, AZ 85258 • (123) 555-5756

Email: s1234567@uu.edu **Cell Phone:** (123) 555-7027

PROFILE

An organized, dependable, and personable team leader/player. Dedicated and trustworthy individual who is compassionate towards others while demonstrating a servant-oriented outlook on life. Excellent communication skills both verbally and written. A culturally aware individual who is efficient in Spanish and has a desire to work with all people.

EDUCATION

Union University, Jackson, TN, May 2018

Undecided Major

Highlight: Finalist in Scholars of Excellence Competition; Provost Award Scholarship Winner

GPA: 4.0

EMPLOYMENT

Mosaic, Scottsdale, AZ, 2013-2014

Respite Care Provider

Assisted a mother in the care of her two young children with slight physical and mental disabilities; implemented and facilitated techniques for the children to achieve their rehabilitation goals

Math/Reading Tutor, Scottsdale, AZ, 2012-2013

Succeeded in initiating and encouraging positive study habits through serving as a personal example and by teaching priority skills to two young Saudi Arabian girls who recently relocated to the United States

VOLUNTEER EXPERIENCE

- China (Sichuan University – English conversationalist)
- Kiva Elementary School Good News Club
- World Changers Summer Projects
- Children's Camp Counselor
- OutLoud Youth Choir
- Youth Praise Band
- Youth Alive

AWARDS RECEIVED

- President's List (*GPA: 4.0*)
- Ranked in top 5 percent of graduating class of 400

COMPUTER SKILLS

Windows XP

Microsoft Word

Internet/ Email

RÉSUMÉ SAMPLES

FRESHMAN

Freshman Résumé Sample!!

KEVIN “WILL” SMITH

School Address: UU 2222 · 1050 Union University Dr. · Jackson, TN 38305 · 731.661.4111

Home Address: 777 Valley Crest Dr. Apt L - 155 · Birmingham, AL 35215 · 205.809.1117

will13@hotmail.com

OBJECTIVE/PROFILE

To further my walk with Jesus and continue to pay heed to his voice. Seeking to complete a course of study in Elementary Education. Team Leader/player who enjoys working with others. Friendly, outgoing, and creative. Excellent computer skills and time management skills.

EDUCATION

ELEMENTARY /SPECIAL EDUCATION

2017-PRESENT

UNION UNIVERSITY

Jackson, Tennessee

- FRESHMEN COUNCIL - SGA (2017-2018)
- GOSPEL CHOIR (2017-2018)
- STUDENT TENNESSEE EDUCATION ASSOCIATION – S.T.E.A. (2017-2018)

HONORS DIPLOMA

2013-2017

E. B. Erwin High School

Birmingham, Alabama

PROFESSIONAL PREPARATION

Union University · Vocatio Center for Life Calling and Career

2017 - PRESENT

STUDENT WORKER

Jackson, Tennessee

Worked with a team of students to give other Union students the option of getting a job while in school, whether it be a part time baby-sitting job, or a full-time banking job. Learned how to take my ideas on a project and present them on a professional level.

FIELD EXPERIENCE

Alexander Elementary School · Mrs. Jones Class

2018

STUDENT OBSERVER

Jackson, Tennessee

For my EDU 150 class, observed children in their classroom, lunchroom, and library. Learned certain things to incorporate into my classroom from my teacher.

RELATED EXPERIENCE

Word of Life Christian Center

2013-2017

NURSERY WORKER

Birmingham, Alabama

Worked for 6 years, taking care of children 18 months to 3 year olds. Served snacks and created games for them to play. Usually, stayed with them for about an hour and a half to almost two hours.

OTHER WORK EXPERIENCE

Dress Barn

2017

SALES ASSOCIATE

Jackson, Tennessee

While working with Dress Barn, I gained knowledge of how to creatively pair clothing together to give the business female professional a look that states excellence. I worked with a great staff of people that helped me learn how to successfully open a store, run a cash register, and offer satisfactory help to the customer.

HONORS/LEADERSHIP

- 1st PLACE WINNER OF THE JEFFERSON COUNTY POETRY FESTIVAL (2017)
- NATIONAL SOCIETY OF HIGH SCHOOL SCHOLARS (2017)
- ALABAMA ALL-STATE SHOW CHOIR MEMBER (2017)
- TOP-TEN PERCENT IN SENIOR CLASS AWARD (2017)
- ALABAMA GOVERNOR’S SCHOOL ATTENDANT (2016)
- ALABAMA BOY’S STATE ATTENDANT (2016)
- ALL-STAR UCA CHEERLEADER (2016)
- MR. AQUILA PAGEANT WINNER (2016)
- TOP-TEN PERCENT IN JUNIOR CLASS AWARD (2015)
- PRESIDENT’S LIST
- DEAN’S LIST

ACTIVITIES

- Erwin High School, choreographed dances to music and performed in front of numerous people.
- Word of Life Christian Center, sang for about 6 years with the Youth Band, Sanctuary choir and Praise and Worship Leaders Ensemble.
- Union University, a member of the Chapel and Gospel Choirs.
- Intramurals
- Student Activities Council
- Day of Remembrance
- Read the Bible for Life

COMPUTER SKILLS

Windows Vista
 Microsoft Word
 Microsoft PowerPoint
 Microsoft Excel
 Microsoft Access
 Internet Email

RÉSUMÉ SAMPLES

CAREER TRANSITION

Emily Jane Pearson

1232 Pearson Rd. • Cleveland, TN 38305 • (222) 233-3444 • ejpearson@

Education Résumé
-Individual
seeking career
transition to
Business Industry

Leadership • Management • Policy & Procedure Administration

A highly accomplished professional with 14 years of experience in leadership and management possessing transferable skills that would benefit the business industry in a unique and effective manner. Use of a balanced blend of motivational and targeted instruction methodologies to assist in meeting a client's needs. Utilize a creative approach with consistency to help individuals to develop to their fullest potential.

CORE COMPETENCIES

- Policy & Procedure Administration
- Cross-functional Team Coordination
- Vendor Relationship
- Operations Management
- Counseling & Coaching
- Community Outreach & Service
- Team Leadership & Training
- Conflict & Dispute Resolution
- Time & Behavior Management

PROFESSIONAL EXPERIENCE

THELMA BARKER ELEMENTARY SCHOOL, Jackson, TN

August 2017 – Present

Assistant Principal

- Formulate and administer disciplinary decisions for students who violate school policies.
- Provide an appropriate educational environment that inspires positive academic and social experiences for elementary students and teachers.
- Operate as the LEA representative and working closely with parents, school psychologists, school counselors and teachers to establish accommodations for all qualifying students.
- Professional collaboration with teachers, conducting assessment observations and reflection for the continuation of professional licensure and tenure.
- Participation and support with parents and community members to provide in-classroom strategies that encourage critical thinking/active learning that support individual cognition.
- Actively involved in the security and support of extracurricular activities.

HIGHLIGHTS:

- Supervise the education and safety of 680 students in grades K-5 and 36 faculty members.
- Develop student behavior plans to improve student character, self-esteem and accountability for learning.
- The building test coordinator; organize the schedule for TCAP/TCAP Writing, NAEP, and THINKLINK. Evaluate and communicate all test results between the school, children, and parents

MADISON ACADEMIC MAGNET HIGH SCHOOL, Jackson, TN

August 2016 – June 2017

Assistant Principal

- Manage the well being and safety of 450 students ranging in grades 9-12 and 30 faculty members.
- Make disciplinary decisions for students who violate school policies.
- Provide an appropriate educational environment that inspires positive academic and social experiences for secondary students and teachers. Performing as the 504 coordinator and working closely with parents, school psychologists, school counselors and teachers to establish accommodations for all qualifying students.
- Participation and support with parents and community members to provide in-classroom and extra-curricular support to establish fund raising and educational activities for the students.
- The building test coordinator. Organize the schedule for AP Placement examinations and administer ACT, PLAN, PSAT examinations. Responsible for training 20 staff members and coordinating a 5 day testing schedule for 200 students required to take (Algebra I, US History, Biology, Eng I, II, and Eng III Writing) End of Course and Gateway examinations.
- Actively involved in the security and support of the evening school sponsored athletic programs.

HIGHLIGHTS:

- Mentor assigned students to improve student character, self-esteem and accountability for learning.
- Advisor to five Future Teachers of America students.
- Professional collaboration with teachers, conducting assessments observations, and reflection for the continuation of professional licensure and tenure.

PROFESSIONAL EXPERIENCE (CONT'D)

HUME-FOGG ACADEMIC MAGNET HIGH SCHOOL, Nashville, TN August 2009 – August 2016

Guidance Counselor

- Academic advisement for secondary students pursuing a challenging college preparatory program for grades 10 and 11.
- Identify and encourage students to consider a wide range of college choices, coordinated college visits, wrote recommendation letters which have resulted in acceptances to extra-curricular, summer enrichment, scholarships to attend selective and accredited colleges.
- Worked closely with teachers and parents to provide support for student growth in the areas of academic, diversity awareness, personal and social achievement.

HIGHLIGHTS:

- Six years, annually coordinated the testing process and proctored standardized examinations for the PLAN test 200 students, PSAT test 600 students and the ACT test 220 students. A yearly average of \$7,000.00 was collected for the PSAT test fees and submitted to the College Board to be used for scholarships.
- Six years coordinated job shadowing experiences for a total of 150 students to reveal the relevance of education to future success. As a result, during the summer of 2009, the Nashville Civic Design Center granted my recommendation for an exceptional Hume-Fogg sophomore student with an architect career interest to serve as an intern. This opportunity is typically only offered to college students.

MAPLEWOOD COMPREHENSIVE HIGH SCHOOL, Nashville, TN August 2005 – May 2010

Guidance Counselor

- Advisement of students while emphasizing the importance and benefits of taking college preparatory coursework.
- Encourage students to accomplish daily academic service learning and career goals.
- Manage and organize students' curriculum records, address parental concern involving pre and post-educational career and personal goals.

GENESIS LEARNING CENTER HOMEBOUND, Nashville, TN Sept 2006 – May 2009

Homebound Teacher (Grades K-12)

- Facilitated weekly scheduled home visitations to offer academic instruction to health impaired, maternity leave and discipline pending students enrolled in Metro Davidson County.
- Managed the publication of the school Yearbook; photographed students and events; used Internet technology for digitizing pictures for print production.

CHILDREN'S COMPREHENSIVE SERVICES, INC. Nashville, TN March 2005 – May 2006

Homebound Teacher (Grades K-12)

- Provided academic instruction to Metro Davidson County special education students who were not attending school as a result of pregnancy, personal injury and/or disruptive behavior.

MAPLEWOOD COMPREHENSIVE HIGH SCHOOL, Nashville, TN August 2003 – May 2005

Special Education Teacher

- Participated in the peer assisted reading program sponsored by Vanderbilt University.
- Taught classes in careers and reading.
- Prepared and facilitated lesson plans, M and S-teams coordinator and completed Individualized Educational Plans (I.E.P.) goals and objectives.

EDUCATION

Ed. D., Curriculum and Instruction, Tennessee State University, Nashville, TN - 2010
M.S., Secondary Guidance and Counseling, Tennessee State University, Nashville, TN – 2003
B.A., Special Education, Tennessee State University, Nashville, TN - 2000

PROFESSIONAL ORGANIZATIONS

National Association of Secondary School Principals