

John Q. Public

Montevallo, Alabama
(205) 123-4567 jqpublic@gmail.com

PROFILE

- Thorough knowledge and understanding of business principles and concepts
- Extensive financial, administrative, and customer service experience
- Strong analytical and technical abilities - Excellent mathematical abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Computer Skills: MS Word, MS Excel, MS Access, QuickBooks
- Responsible - Detail oriented - Dependable - Team player - Honest

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL / 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - President's List - Scholarship
- Beta Alpha Psi National Accounting Honor Society (Active Member)
- Basketball Team (Captain, MVP) - Delta Chi Fraternity (Committee Chair)
- Volunteer Community Service: Habitat for Humanity, Make-a-Wish Foundation, YMCA

JEFFERSON STATE COMMUNITY COLLEGE - Birmingham, AL / 2017

- Associate of Arts Degree in Business Administration
- Dean's List - Phi Theta Kappa Honor Society - Business Club (President)

EXPERIENCE

NORTHWESTERN MUTUAL - Birmingham, AL / 2018

- Finance Intern
- Marketed various financial products - Provided financial planning advice
- Consulted with clients regarding insurance, investments, and retirement planning
- Utilized effective interpersonal, organizational, analytical, and financial skills
- Performed tasks with efficiency, timeliness, accuracy, and attention to detail

SMITH & JONES LAW FIRM - Birmingham, AL / 2016-18

- Administrative Assistant
- Performed various clerical functions - Maintained accurate files
- Processed paperwork - Handled payroll - Performed billing and collections
- Utilized effective administrative and organizational skills

JC PENNEY - Birmingham, AL / 2014-17

- Sales Associate
- Interacted with public - Greeted guests - Provided effective customer service
- Addressed customer needs and concerns - Answered customer questions
- Processed and expedited customer transactions - Operated cash register
- Handled cash - Balanced cash drawer and reconciled daily receipts

Susan W. Smith

Birmingham, Alabama | (205) 123-4567 | swsmith@gmail.com

PROFILE

- Thorough knowledge and understanding of marketing principles and concepts
- Extensive managerial, sales, and customer service experience
- Strong managerial and supervisory skills - Excellent creative abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO – Montevallo, AL | 2019

- Bachelor of Science Degree in Business Administration
- Coursework: Marketing Principles, Professional Sales, Consumer Behavior
- American Marketing Association (Vice President) - March of Our Lives (Secretary)
- Chi Omega Sorority (Membership Chair) - Montevallo Masters - Volleyball Team
- Volunteer Community Service: Relay for Life, Big Sisters, American Diabetes Associates

HOMEWOOD HIGH SCHOOL - Homewood, AL | 2015

- Advanced Academic Diploma - Valedictorian
- National Honor Society - Future Business Leaders of America - Key Club
- Homecoming Queen - Class President - Most Likely to Succeed

EXPERIENCE

AMERICAN EAGLE - Birmingham, AL | 2017-19

- Assistant Manager
- Managed overall business operations, facilities, assets, and staff - Trained new staff members
- Ensured proper customer service - Tracked sales performance - Provided sales training to staff
- Managed, maintained, and control inventory - Ordered merchandise
- Utilized effective supervisory, administrative, and interpersonal skills

UM CHI OMEGA SORORITY – Montevallo, AL | 2018-19

- Membership Chair
- Coordinated recruitment and membership activities - Presided over various meetings
- Performed various public relations functions - Planned, organized and coordinated various events
- Utilized effective leadership, supervisory, administrative, organizational, and interpersonal skills

OLIVE GARDEN RESTAURANT - Birmingham, AL | 2016-17

- Server
- Interacted with public and provided effective customer service - Addressed customer needs and concerns
- Answered customer questions - Processed and expedited customer orders with speed and accuracy
- Utilized effective interpersonal skills and persuasive selling techniques
- Received Outstanding Customer Service Award

Ellen B. Goode

Montevallo, Alabama
(205) 123-4567 ebgoode@gmail.com

PROFILE

- Thorough academic knowledge and understanding of English language and literature
- Extensive writing, editing, research, and customer service experience
- Strong writing and editing skills - Excellent planning and organizational abilities
- Excellent interpersonal communication skills - Strong technical abilities
- Computer Skills: MS Word, MS Publisher, PhotoShop, WordPress
- Dedicated - Creative - Conscientious - Resourceful - Attention to detail

EDUCATION

University of Montevallo - Montevallo, AL / 2020

- Bachelor of Arts Degree in English
- Sigma Tau Delta English Honor Society - Tower Literary Magazine (Writer) - Falcon Poets
- Underground Poets Society (Active Member) - Alabamian Newspaper (Writer, Reporter)
- Residence Hall Association (Active Member) - Alpha Gamma Delta Sorority (Secretary)
- Volunteer Community Service: American Red Cross (Organizer), Alabama Literacy Council (Tutor)

EXPERIENCE

UM Alabamian Newspaper – Montevallo, AL / 2018-20

- Writer / Reporter
- Wrote, researched and edited various articles and feature stories - Conducted interviews
- Gathered relevant information and data - Utilized proper language and grammar skills

Birmingham News - Birmingham, AL / 2019

- Journalism Intern
- Conducted library and on-line research to support news articles - Wrote and edited copy for articles
- Assisted with news gathering activities - Utilized effective research and editing skills

American Red Cross - Birmingham, AL / 2018

- Volunteer/Organizer
- Helped plan, organize and coordinate large-scale public event (blood drive)
- Wrote press releases - Created promotional materials - Managed social media campaign
- Assisted with various public relations activities

Abercrombie & Fitch - Birmingham, AL / 2016-18

- Sales Associate
- Interacted with public and provided effective customer service - Answered customer questions
- Addressed customer needs and concerns - Provided product information
- Processed and expedited customer transactions - Operated cash register - Balanced cash drawer
- Reconciled daily receipts - Utilized effective interpersonal communication skills

JASON F. JONES

Montevallo, Alabama | (205) 123-4567 | jfjones@hotmail.com

SUMMARY

- Thorough knowledge and understanding of finance and business administration
- Extensive managerial, finance, and public relations experience
- Strong managerial skills - Excellent planning and public relations abilities
- Excellent financial skills - Strong analytical and technical abilities
- Active volunteer community service involvement - Attention to detail
- Computer skills: MS Word, MS Excel, MS Access, QuickBooks, TaxWise, MS PowerPoint

EDUCATION

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Science Degree in Business Administration
- GPA 3.5 - Dean's List - Scholarship - Alpha Lambda Delta Honor Society
- Financial Management Association (Active Member)
- Alpha Tau Omega Fraternity (Treasurer) - Student Government Association (Senator)
- Montevallo Masters (Active Member) - Sigma Alpha Pi National Society of Leadership & Success
- Community Service: Big Brothers, Birmingham AIDS Outreach, March of Dimes

EXPERIENCE

Merrill Lynch - Birmingham, AL | 2017-19

- Investment Analyst
- Analyzed various investment options - Researched stocks and securities
- Provided financial advice and data to clients - Utilized financial and tax software
- Assisted clients with various financial planning needs - Utilized effective analytical skills

March of Dimes - Birmingham, AL | 2018

- Fund Raiser
- Planned, organized, promoted, and presented large scale public events
- Performed various event planning, fund raising, and public relations functions

Hibbett's Sporting Goods - Birmingham, AL | 2016-18

- Store Manager
- Managed overall business operations, facilities, assets, and staff - Utilized effective supervisory skills
- Trained new staff members - Interacted with public - Ensured proper customer service
- Managed, maintained, and control inventory - Ordered merchandise
- Balanced cash drawers and reconciled daily receipts

UM Alpha Tau Omega Fraternity - Montevallo, AL | 2018-19

- Treasurer
- Coordinated overall financial and accounting functions - Performed basic bookkeeping tasks
- Managed budget - Oversaw bank account - Wrote checks and purchase orders
- Approved and allocated funding for expenditures - Prepared financial statements
- Utilized effective managerial, financial, and administrative skills

Steven P. Random

Birmingham, Alabama / (205) 123-4567 / sprandom@gmail.com

PROFILE

- Thorough knowledge of biology, chemistry, and health-related concepts
- Extensive medical, research, and customer service experience
- Strong science and research skills - Excellent analytical and technical abilities
- Excellent interpersonal communication skills - Strong leadership abilities
- Dependable - Ambitious - Disciplined - Loyal - Responsible - Diligent

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2019

- Bachelor of Science Degree in Biology - Minor Concentration: Chemistry
- GPA 3.7 - Dean's List - Alpha Epsilon Delta Pre-Health Honor Society
- Omicron Delta Kappa Leadership Honor Society
- Football Team - Resident Advisor - Montevallo Masters - Baptist Campus Ministries
- Volunteer Community Service: American Red Cross, Birmingham AIDS Outreach

HOOVER HIGH SCHOOL - Birmingham, AL / 2015

- Advanced Academic Diploma
- Science Award - Biology Club - Chemistry Club - Varsity Football Team
- Volunteer Community Service: March of Dimes

EXPERIENCE

BROOKWOOD MEDICAL CENTER - Birmingham, AL / 2019

- Pre-Health Intern
- Assisted with patient intake process - Observed patient consultations
- Assisted with minor medical procedures - Provided clerical support - Observed surgical procedures

UAB MEDICAL LIBRARY - Birmingham, AL / 2018-19

- Library Assistant
- Interacted with medical school students - Provided effective customer service
- Assisted patrons with research materials - Organized books, journals and publications
- Performed functions with efficiency, accuracy, and attention to detail

UM BIOLOGY DEPT - Montevallo, AL / 2017-19

- Student Researcher
- Conducted in depth biological and chemistry research on the effects of caffeine on migraine headaches
- Utilized laboratory equipment - Conducted laboratory experiments
- Wrote research paper - Gave oral presentation - Participated in poster session
- Utilized effective research, technical, analytical, and critical thinking skills

UM RESIDENCE LIFE - Montevallo, AL / 2016-19

- Resident Advisor
- Provided leadership and supervision - Enforced rules and regulations
- Ensured safety and security - Planned and organized various events and activities
- Utilized effective leadership, administrative, organizational and interpersonal skills

Tammy G. Favor

Birmingham, Alabama | (205) 123-4567 | tgfavor@montevallo.edu

S U M M A R Y

- Thorough knowledge and understanding of education and teaching concepts
- Extensive teaching, tutoring, and childcare experience
- Strong teaching and instructional skills - Excellent interpersonal and facilitative abilities
- Excellent presentation skills - Strong leadership and motivational abilities
- Language Proficiency: Fluent in Spanish (Conversational, Written)
- Responsible - Team player - Personable - Trustworthy - Strong work ethic

E D U C A T I O N

University of Montevallo - Montevallo, AL | 2020

- Bachelor of Arts Degree in Elementary Education - Minor Concentration: Spanish
- Teacher Certification: Kindergarten through Fifth Grade
- Dean's List - Scholarship - Kappa Delta Epsilon Education Honorary
- Delta Gamma Sorority (Active Member) - Falcon Success Center (Peer Tutor)

E X P E R I E N C E

Green Valley Elementary School - Hoover, AL | 2020

- Student Teacher Intern
- Conducted classroom teaching - Practiced classroom management
- Devised and implemented daily lesson plans - Facilitated various classroom activities
- Created and used variety of instructional materials - Conferred with parents
- Utilized effective leadership, administrative, organizational and interpersonal skills

UM Falcon Success Center Center - Montevallo, AL | 2017-19

- Tutor
- Provided tutoring and academic support - Assisted students with study skills
- Helped students understand difficult concepts - Critiqued writing assignments
- Utilized effective teaching, instructional, and motivational skills

Tammy's Babysitting Service - Birmingham, AL / 2016-19

- Babysitter
- Provided care and supervision for children - Ensured safety and security of children
- Facilitated various recreational activities - Read books and played games with children

First Methodist Church - Birmingham, AL | 2015-18

- Sunday School Teacher
- Conducted classroom teaching - Devised and implemented weekly lesson plans
- Facilitated various classroom activities - Used variety of instructional materials
- Led discussion groups - Utilized effective teaching and interpersonal skills

Phillip K. Green

Birmingham, Alabama
(205) 123-4567 | pkgreen@gmail.com

PROFILE

- Thorough knowledge of biological and environmental sciences
- Extensive research, educational, environmental and sustainability experience
- Strong science and research skills - Excellent analytical and technical abilities
- Excellent interpersonal communication skills - Strong organizational and planning abilities
- Responsible - Conscientious - Team player - Quick learner - Self starter

EDUCATION

University of Montevallo - Montevallo, AL | 2019

- Bachelor of Science Degree in Environmental Studies
- Alumni Scholarship - Beta Beta Beta Biology Honor Society - Montevallo Masters
- Environmental Club (Secretary) - Cahaba River Society - Disc Golf Club - Soccer Team
- National Wildlife Federation - Alabama Environmental Council
- Volunteer Community Service: Turkey Creek Nature Preserve, Environmental Center, Alabama Wildlife Rehabilitation Center

Lawson State Community College - Birmingham, AL | 2017

- Associate of Science Degree in Biology
- Biology Club - Environmental Action Corps (Treasurer) - Sierra Club
- Volunteer Community Service: Ruffner Mountain Nature Center, Birmingham Zoo

EXPERIENCE

Jones Valley Urban Farm - Birmingham, AL | 2019

- Environmental Sciences Intern
- Performed various organic farming tasks - Assisted with crop maintenance
- Implemented practical techniques related to sustainability concepts
- Learned about current environmental and conservation issues

Birmingham Zoo - Birmingham, AL | 2016-18

- Animal Attendant
- Assisted with animal feeding and grooming - Observed veterinary procedures
- Interacted with public - Conducted tours - Provided educational information
- Performed tasks requiring knowledge of animal and environmental science

Fresh Water Land Trust - Birmingham, AL | 2017

- Environmental Sciences Intern
- Collected water samples - Recorded and processed data - Wrote reports
- Conducted research - Collected and compiled statistical data
- Assisted scientists and researchers with ecological projects

DAVID Z. WRIGHT

Montevallo, Alabama
(205) 123-4567 | dzwright@montevallo.edu

PROFILE

- Thorough knowledge of business, finance, accounting, and marketing concepts
- Extensive managerial, sales, and customer service experience
- Strong managerial and supervisory skills - Excellent creative abilities
- Excellent administrative and organizational skills - Strong interpersonal skills
- Dedicated - Quick learner - Conscientious - Determined - Energetic

EDUCATION

UNIVERSITY OF MONTEVALLO - Montevallo, AL / 2018

- Bachelor of Science Degree in Business Administration
- Coursework: Management, Marketing, Finance, Accounting
- Dean's List - GPA 3.8 - Omicron Delta Kappa Leadership Honor Society
- Student Government Association - University Program Council - Debate Society
- Alpha Phi Alpha Fraternity (Treasurer) - African American Studies Club

EXPERIENCE

UM ALPHA PHI ALPHA FRATERNITY - Montevallo, AL / 2017-18

- Treasurer
- Performed various financial and accounting functions - Managed budget
- Ensured overall financial stability - Maintained financial reports
- Approved all purchases - Negotiated contracts for products and services
- Utilized effective financial, administrative, and organizational skills

NOWLIN & ASSOCIATES - Birmingham, AL / 2017

- Financial Planning Intern
- Performed various sales and financial planning functions
- Created database of prospective clients - Utilized effective prospecting techniques
- Performed outside sales functions - Addressed customer needs and concerns
- Offered individual financial advice and consultation to clients
- Answered customer questions and provided technical information

UM UNIVERSITY PROGRAM COUNCIL - Montevallo, AL / 2015-17

- Board Member
- Performed various event planning and project management functions
- Planned and organized various large scale public events and activities
- Handled arrangements, logistics, and set up for entertainment venues

YMCA SUMMER CAMP - Birmingham, AL / 2014

- Counselor
- Provided supervision and monitoring - Organized and facilitated various developmental activities
- Led small group discussions - Offered motivation and encouragement
- Utilized effective leadership, organizational, and interpersonal skills

Anna B. Artsy

Birmingham, Alabama | (205) 123-4567 | abartsy@gmail.com

Profile

- Thorough knowledge of theatre, music, and the performing arts, including understanding of acting, set and light design, choreography, company management, and playwriting
- Extensive theatrical, musical, and dance performance experience
- Strong theatrical and musical performance skills - Excellent creative and technical abilities
- Excellent verbal and written communication abilities - Strong organizational and planning skills
- Dedicated - Expressive - Team player - Ambitious - Critical thinker - Energetic

Education

University of Montevallo – Montevallo, AL | 2020

- Bachelor of Arts Degree in Theatre Arts - Minor Concentration: Music
- Coursework: Intro to Theatre, Beginning & Intermediate, Acting, Voice & Movement, Set Design, Technical Workshop, Musical Theatre, Directing & Stage Management, Audition Class
- Alpha Psi Omega Theatre Honor Society - Theatre Student Organization
- Volunteer Community Service: Birmingham Festival Theatre, Sidewalk Film Festival, Birmingham Art Walk,

Hoover High School - Birmingham, AL | 2015

- Advanced Academic Diploma - National Honor Society
- National Thespian Society - Drama Club - Choir - Glee Club
- Volunteer Community Service: Birmingham Youth Choir, Red Mountain Theatre

Experience

UM Theatre Department - Montevallo, AL | 2020

- Performer (Fiddler on the Roof)
- Acted, sang, and danced in large-scale theatrical production - Maintained rigorous rehearsal schedule
- Assisted with costume and make-up - Utilized effective acting, singing, and dance technique

Birmingham Festival Theatre - Birmingham, AL | 2019

- Performer (Music Man)
- Acted, sang, and danced in theatrical production - Maintained rigorous rehearsal schedule
- Assisted with props and set design - Utilized effective acting, singing, and dance technique

UM Theatre Department - Montevallo, AL | 2018

- Theatre Student (Theatre Project)
- Assisted with stage and company management functions
- Helped coordinate technical aspects of theatre production, including lighting, sound, and set design
- Learned and utilized effective playwriting techniques - Wrote and produced one-act play

Hoover Public Library Theatre - Birmingham, AL | 2017

- Performer (Our Town)
- Acted in small-venue theatrical production - Attended regular coaching and rehearsal sessions
- Assisted with props and costume - Utilized effective acting technique

Rebecca K. Johnson

Montevallo, Alabama
(205) 123-4567 | rkjohnson@gmail.com

PROFILE

- Thorough knowledge of business, management, marketing, finance, and accounting
- Extensive international, business, marketing, instructional, and community service experience
- Strong public relations skills - Excellent teaching and interpersonal abilities
- Excellent leadership and managerial skills - Strong organizational and planning abilities
- Conscientious - Team player - Diligent - Quick learner - Strong work ethic - Disciplined

EDUCATION

University of Montevallo, Montevallo, AL | 2019

- Bachelor of Science Degree in Business Administration
- GPA 3.8 - Dean's List - Omicron Delta Kappa National Leadership Honor Society
- Soccer Team (Captain) - Alpha Delta Pi Sorority (Vice President of Membership)
- Volunteer Community Service: Relay for Life, Urban Kids, Impact Alabama, Junior Achievement

EXPERIENCE

UM Business Department - Montevallo, AL | 2019

- Business Student (Senior Business Project)
- Created start-up business - Wrote and implemented business plan - Produced and sold product
- Coordinated marketing and promotional efforts - Generated daily sales reports
- Utilized effective entrepreneurial, administrative, planning, and organizational skills

Vineyard Brands - Birmingham, AL | 2018

- Summer Marketing Intern
- Performed various marketing and public relations functions - Assisted with social media campaign
- Learned about warehouse operations, supply chain management, product distribution, and logistics
- Shadowed sales reps - Interacted with clients - Attended sales meetings

UM Study Away - Montevallo, AL | 2017

- Global Business Student (Italy)
- Visited business locations in Italy - Lived with host family - Learned Italian language and culture
- Toured European agri-business firms - Conducted extensive economic and business research
- Utilized effective interviewing, research, writing, editing, and interpersonal skills

Relay for Life - Birmingham, AL | 2017

- Volunteer
- Performed various fundraising and public relations functions
- Created promotional signage - Helped plan, organize, and coordinate large-scale public event
- Utilized effective planning, organizing, and interpersonal skills

Junior Achievement - Birmingham, AL | 2016-17

- Volunteer
- Performed instructional and teaching functions - Created weekly lesson plans
- Taught classes to high school students about basic business and economics concepts
- Facilitated group discussions and hands-on activities
- Utilized effective teaching, public speaking, and interpersonal skills