

Liberal Art

4026 South Tea Street Lincoln, NE 68506 (555) 555-5555 liberal@yahoo.com

OBJECTIVE

To become a financial advisor for Banorte in the Laredo, TX office

SUMMARY OF QUALIFICATIONS

Comprehensive knowledge of accounting, corporate finance, and statistics.
Excellent quantitative and analytical skills with attention to detail and precision.
Innovative in seeking and realizing new opportunities for organizational advancement.
Bilingual in English and Spanish with emphasis in communication and presentation skills.

EDUCATION

Bachelor of Arts: Double major in English and Spanish December 20XX
Northwest Missouri State University (Northwest), Maryville, MO
Overall GPA: 3.9/4.0

Academic Study Abroad in Argentina May – August 20XX
- Classes in International Finance
- Traveled throughout Europe with culturally diverse student group
- Broadened language skills and global knowledge

WORK EXPERIENCE

Editor-in-Chief January 20XX – Present
Student literary and arts magazine, Northwest, Maryville, MO
• Manage team of 12 students to keep magazine on track and fulfill objectives in promoting student arts
• Provide project management, raise and allocate funds, train personnel
• Act as liaison to university administration to complete publication and meet deadlines

Intern to the Assistant Director of Development December 20XX – August 20XX
Office of Advancement, Northwest, Maryville, MO
• Assisted university departments with strategic planning and packaging of fundraising programs
• Planned and implemented publicity materials for \$15 million capital campaign and university events

Undergraduate Writing Consultant August – December 20XX
Writing Center, Northwest, Maryville, MO
• Taught 80 students grammar and collegiate writing skills on a one-to-one basis
• Analyzed research papers to provide feedback to students on writing skills development

International Business Intern May – August 20XX
Mexican Counsel for Exterior Commerce, Guadalajara, Mexico
• Assisted international investment program, client relations, translation, and international trade research departments
• Created international trade databases by industry; assisted logistics convention in Manzanillo, Mexico

Student Instructor January – April 20XX
Department of Modern Languages, Northwest, Maryville, MO
• Taught class of 16 undergraduates Hispanic history and culture through lecture and active learning exercises

COMPUTER SKILLS

Microsoft (Word, Excel, Access, PowerPoint, Project, Publisher, Outlook), Internet Explorer, Inspiration

HONORS AND LEADERSHIP

Magna Cum Laude Graduate	English Honors Society	Study Abroad Ambassador
Regent's Academic Scholar	Residence Hall Vice-president	Visiting Writers Coordinator
Presidential Honor Roll	Cycling Club Vice-president	Freshman Peer Advisor

Garfield Arbuckle

213 S. Odie Lane
Maryville, MO 64468

(555) 555-5555
lasagnalover@hotmail.com

OBJECTIVE

To secure an entry level management position with Paw, Inc.

EDUCATION

Bachelor of Science Double Major: Marketing and Business Management December 20XX
Northwest Missouri State University (Northwest), Maryville, MO
♦ Cumulative GPA 3.8/4.0
♦ Education self-funded through scholarships and part-time employment

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, and Publisher, Banner, OmniPage, Outlook, Internet Explorer

RELATED EXPERIENCE

Resident Assistant, Franken Hall August 20XX - Present
Residential Life, Northwest, Maryville, MO
♦ Act as a peer advisor for 18-24 students; build a sense of campus community and foster relationship building between residents
♦ Serve as a resource person regarding the operation of the University and its services
♦ Plan and implement a variety of social, educational, and cultural programming
♦ Interpret and provide rationale for hall rules; enforce rules with consistency and fairness
♦ Trained to implement fire and other safety procedures set forth by the University

Student Orientation Advisement and Registration (SOAR) Leader May 20XX - July 20XX
Northwest, Maryville, MO
♦ Developed creative and stimulating methods of orientation for new incoming students and families
♦ Collaborated on planning of summer orientation events with a team of ten other SOAR leaders
♦ Scheduled individual freshman students into fall trimester courses
♦ Interacted with various campus offices to deliver high quality customer service

Customer Representative June 20XX - August 20XX
Apac Customer Service, Omaha, NE
♦ Managed personal AT&T accounts for over 100 wireless customers
♦ Educated customers on wireless technology utilizing effective oral and written communication skills
♦ Provided assistance to customers with technological questions
♦ Processed payments on contracts in an accurate and timely fashion

WORK EXPERIENCE

Cashier, Maryville BP Gas & Convenience; Maryville, MO August 20XX - June 20XX
Laborer, Russell Construction; Omaha, NE Summers 20XX - 20XX

HONORS/ACCOMPLISHMENTS

♦ American Marketing Association	♦ Regents Scholarship
♦ Delta Mu Delta Honor Society	♦ Multi-Cultural Scholarship
♦ Booth College of Business Scholarship	♦ Dean's List