

# Sy K. Major

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Permanent Address: 2520 Destination Drive, Psychtown, MO 22000, (555) 555-5555

Present Address: 101 North Street, Maryville, MO 64468

OBJECTIVE Career Services Specialist

## EDUCATION

**Bachelor of Science in Psychology** May 20XX

Minor in General Business

Major GPA: 3.79/4.0

Northwest Missouri State University, Maryville, MO

## RELEVANT COURSES

Practical: Statistics, Research Methods in Psychology, Consumer Economics and Personal Finance, Managerial Communications, Accounting I and II

Theory: Issues in Psychology, Psychology of the Personality, Learning and Motivation

## RELATED WORK EXPERIENCE

### Internship – Human Resource Department

LMP Steel and Wire Maryville, MO January - May 20XX

- Assist staff by distributing and collecting employee satisfaction surveys
- Tabulate and publish results in monthly employee newsletter
- Serve as liaison between HR department and management team, attending meetings and bringing concerns to the appropriate managers
- Answer phones and provide aid to potential employees

## OTHER EXPERIENCE

### Assistant Manager, Server

Applebee's Bar and Grill Omaha, NE February 20XX - Present

- Hire and train an average of six servers quarterly
- Manage a crew of 12 employees, including pay and work schedules
- Provide service for 30 to 100 customers per shift in a fast paced environment
- Successfully resolve customer complaints and employee conflicts

### General Contract Worker

Tim Tiger Contracting Omaha, NE May - August 20XX

- Contracted to perform specified construction work in accordance with architect's plans, blueprints, codes, and other specifications
- Estimated costs of materials, labor, and use of equipment required to fulfill provisions of contract and prepared bids
- Subcontracted specialized craft work, such as roofing, painting, and electrical

## COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook, and Explorer

## ACTIVITIES

### Psychology/Sociology Society

President September 20XX - Present

### Psi Chi

Treasurer January 20XX - Present

Treasurer October 20XX - Present

Treasurer January 20XX - Present

# Webb Developer

1962 S. Bearcat Ave.

Arpanet, MO 64555

555-555-5555

webb@nwmissouri.edu

## Summary of Skills

- Over two years experience in development of multimedia projects
- Successfully created and maintained three websites for campus departments
- Effective communication skills with faculty, administrators, and customers
- Online portfolio available at [www.nwmissouri.edu/webbdevelope](http://www.nwmissouri.edu/webbdevelope)

## Education

**Bachelor of Science in Interactive Digital Media: Visual Imaging** July 20XX

**Bachelor of Science in Computer Science**

Northwest Missouri State University (Northwest) Maryville, MO

- *Interactive Digital Media is an interdisciplinary program with an integrated curriculum from the departments of Computer Science, Mass Communication, and Art.*

## Languages & Software

Java	COBOL	SQL	Illustrator
C++	ASP	Flash	Photoshop
C#	JavaScript	Dreamweaver	Fireworks
Visual Basic	HTML	Director	InDesign CS3
Python	PHP	ImageReady	Lightwave 3D

## Relevant Experience

**Multimedia Developer Intern** August 20XX - Present

Center for Information Technology in Education (CITE), Northwest Maryville, MO

- Plan and create interactive multimedia tools to enhance student learning
- Maintain three departmental websites, working with faculty to verify and update content
- Redesign website for Biological Sciences department, using current survey and statistical data to maximize relevance and ease of use
- Develop audio and visual content, including all editing and digitizing, for two websites

### Web Assistant

June 20XX - August 20XX

Arpanet Today Arpanet, MO

- Managed and updated pages for local, online daily news magazine
- Worked with a team of six to review content, design and edit graphics, and upload pages
- Led a small group project to design new graphics and primary logo for the site

## Work Experience

**Sales Associate, Electronics Department**

August 20XX - May 20XX

Wal-Mart Department Stores Maryville, MO

- Applied knowledge of current electronic trends and consumer reports to assist customers with purchases, averaging \$3000 in daily sales
- Provided ongoing high quality customer service to resolve concerns and ensure customer satisfaction and repeat business

## Activities

Students in Free Enterprise (SIFE) January 20XX - Present

Digital Electronic Media Club (Dig EM) January 20XX - Present

- President August 20XX - May 20XX

Scribblers August 20XX - May 20XX

Association for Computing Machinery (ACM) August 20XX - December 20XX