

Clark Kent

0001 E. Kryptonite Rd.
Metropolis, KS 77777

(555) 555-5555
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OBJECTIVE: To obtain a Marketing Coordinator position at the Daily Planet

SUMMARY

- Highly effective team player with ability to collaborate with others in achieving goals
- Proven ability to balance collegiate athletic participation, work, and volunteer service with full academic schedule

EDUCATION

Northwest Missouri State University (Northwest), Maryville, MO

Master in Business Administration Dec. 20XX

Cumulative GPA: 3.5/4.0

Self-financed 100% of tuition through athletic scholarships and part-time employment on campus

Bachelor of Science, Double Major in Business Management and Marketing Dec. 20XX

Cumulative GPA: 3.0/4.0

WORK EXPERIENCE

Graduate Assistant Jan. 20XX – Present

Career Services, Northwest, Maryville, MO

- Serve as primary event planning coordinator for three major career events per year
- Process approximately 100 employer registrations per job fair
- Track event information in Access database and send electronic confirmations to registrants
- Coordinate with campus partners to host an annual career exploration event for up to 700 students
- Advise individual students during resume critique appointments
- Manage event day volunteer process including recruitment, scheduling, and supervision

Peer Advisor Jan. 20XX – Dec. 20XX

Freshman Seminar, Northwest, Maryville, MO

- Fostered student exploration of campus organizations and the development of leadership skills
- Coordinated classroom speakers, presentations, and multiple details with faculty instructor
- Aided 30 students in the first year college experience adjustment; acted as role model and mentor

Bank Servicing Intern May 20XX – Aug. 20XX

Midland Loan Services, Overland Park, KS

- Entrusted with a number of personal and residential loans for daily review and reporting
- Interacted with co-workers to share research and loan information

COMPUTER SKILLS

Microsoft Office Suite, Dreamweaver, Movie Maker, Internet Explorer, Banner, Hire A Bearcat

LEADERSHIP/ACTIVITIES

Northwest Football Aug. 20XX – Dec. 20XX

Varsity Football Captain Aug. 20XX – Dec. 20XX

NCAA Division 2, Semi-Final National Football Championship Game Appearances 20XX – 20XX

Varsity Letter Winner 20XX – 20XX

Chair, Team Volunteer Day 20XX – 20XX

Coordinator, Northwest Football Camp 20XX – 20XX

- Taught football fundamentals and provided a positive role model to area high school students

Mid-America Intercollegiate Athletics Association (MIAA), Conference Champion Team 20XX – 20XX

- MIAA, Academic All Conference 20XX – 20XX

- MIAA, First Team All Conference – Linebacker 20XX

Member, Fellowship of Christian Athletes 20XX – 20XX

American Marketing Association Aug. 20XX – Dec. 20XX

- Vice President Jan. 20XX – Apr. 20XX

Susan L. Schumacher

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Current: 221 College Street, Maryville, MO 64468 Permanent: 1311 S. 95th Street, Kansas City, MO 64669 Phone: 555-555-5555

OBJECTIVE Human Resources Specialist position in the Office of Human Resources

EDUCATION

Northwest Missouri State University (Northwest), Maryville, Missouri

Master in Business Administration (GPA: 4.0/4.0) December 20XX

Bachelor of Science in Industrial Psychology (Major GPA: 3.18/4.0) May 20XX

Minor in Business Management

RELATED EXPERIENCE

Intern, Human Resources Department, Heartland Hospital East, St. Joseph, Missouri Summer 20XX

- Collected, arranged, wrote, and edited information for the departmental policy manual to align with the requirements of the hospital
- Assisted with new employee orientation and tours on a monthly basis
- Attended meetings with Human Resources staff, including benefits, management, administration, and Job Services Employee Committee
- Participated in the administration of the annual survey for the Human Resources Department

Office Assistant, Human Resources, Northwest, Maryville, Missouri August 20XX - Present

- Effectively communicate with students, employers, and university workforce on a daily basis
- Coordinate with co-workers and professional staff members on projects assigned throughout the office
- Answer multiple telephone lines and transfer calls to appropriate offices
- Set up appointments for professional and support staff members

Office Assistant, Mountain Physical Therapy, Kansas City, Missouri Summer 20XX

- Created and organized patient charts in a confidential manner
- Assisted office manager in the scheduling of new patients and new patient forms
- Processed payments and recorded receipts on computer

Volunteer, St. Francis Hospital, Maryville, Missouri Fall 20XX - Spring 20XX

- Filed insurance claims and organized payment slips
- Delivered magazines and books to patients

COMPUTER SKILLS

PowerPoint, Word, Publisher, Excel, WordPerfect, QuattroPro, Access, Internet Explorer

ACTIVITIES

Varsity Basketball Fall 20XX - Spring 20XX

- Captain Fall 20XX - Spring 20XX

AWARDS/HONORS

Society for Human Resource Management January 20XX - Present

Delta Mu Delta August 20XX - Present

Academic Honor Roll (3.0/4.0) December 20XX - December 20XX

WORK EXPERIENCE

Server, A&G's Restaurant, Maryville, Missouri February 20XX - May 20XX

Ticket Sales, Kauffman Stadium, Kansas City, Missouri Summers 20XX and 20XX