SAMPLE RESUMES

Current Address: 4004 Helix Lane Urbana, IL 61801

MARY SMITH

msmith@gmail.com (785) 979-5555

Permanent Address:

2010 First Street Chicago, IL 60606

OBJECTIVE

To obtain a summer internship with a consulting firm and demonstrate valuable technical and communication skills

EDUCATION

University of Illinois at Urbana-Champaign

May 2013 Cumulative GPA: 3.67/4.00

Bachelor of Science in Computer Science Dean's List: Fall 2009, Spring 2010

Gates Millennium Scholarship

EXPERIENCE

Aon Corporation

IT Intern

Glenview, IL

June-August 2010

- Responded to over 40 employees' requests in order to assist with any computer malfunctioning problems
- Aided in developing a new software application by utilizing programming skills
- Contributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate

Chicago Marketing Corporation

Chicago, IL

Sales Assistant

June-August 2009

- Assisted in developing and implementing integrated advertising plans which included newspaper, internet and alternative advertising sources
- Planned and participated in weekly meetings for a sales staff of over 50 representatives
- Coordinated an office opening in Springfield, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income

Outback Steakhouse

Server

Highland Park, IL June-August 2008

- Promoted and implemented effective marketing campaigns for specific food items
- Trained 15 new employees by teaching them necessary daily procedures to provide an enjoyable dining experience for guests
- Provided quality customer service by responding to customer needs

ACTIVITIES

Asian American Culture Association

Champaign, IL

Active Member

August 2009-Present

- Maintain effective communication between Core Group members and the board via email updates and reminders
- Expand cultural knowledge by attending and participating in various events involving 12 campus cultural associations

Illinois Leadership Center, Leadership Certificate

Champaign, IL January 2009-Present

Active Participant

Develop leadership skills in self, organizational, and interpersonal settings through experiential learning under the guidance of a Leadership Coach

Augment critical insight into intrapersonal and interpersonal skills through innovative leadership retreats/workshops

SKILLS

C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)



The Career Center

University of Illinois at Urbana-Champaign

Student Services Arcade Bldg. MC-383 715 South Wright Street Champaign, IL 61820

JooEun Li

1542 Maple Avenue • Chicago, IL 60606 • (312) 555-7356 • jooeunli@gmail.com

EDUCATION

University of Illinois at Urbana-Champaign	May 2010
Bachelor of Arts in International Studies with a Minor in Business	Major GPA: 3.57/4.00
Leadership Certificate	Completed: May 2009
Oakton Community College, Des Plaines, IL Associate of Arts in Global Business Studies	May 2007 GPA: 3.92/4.00

INTERNATIONAL EXPERIENCE

International Business Immersion Program M.

- Analyzed the firm, channel, and industry dynamics within the European agricultural food sector
 - Expanded global perspective through speaking with top management and touring farms and factories

IES Shanghai Study Abroad Center American-Chinese Student Liaison

- Facilitated and hosted several roundtable sessions between American and Chinese students on topics such as comparative political thought and disparities in philosophical traditions
 - Adjusted to cultural differences during the planning phases by utilizing a step-by-step approach, allowing both sides to first understand and then solve an issue

WORK EXPERIENCE

Busey Hall University Housing Resident Advisor

Cooperated with 11 Resident Advisors, three Program Advisors, and the Multicultural Advocate to plan community programs

August 2008-May 2010

Urbana, IL

- Developed events to educate students about various opportunities and resources available on campus
- Co-hosted "Health Sundays," a weekly program designed to educate over 500 resident hall members about matters concerning health awareness

Illinois State Board of Education

Research Assistant

Transcribed relevant data for the primary researchers, interacted daily with research subjects, and assisted Devised methods and researched data for further studies of language development

Urbana, IL November 2008-May 2010 facilitators in the experiments by responding to pressing requests ACTIVITES Illini Union Board

Committee Chair for Diversity

- Organized and facilitated monthly conferences for 100-300 students that encouraged an appreciation for diversity
 - Chaired committee of 6-10 members by guiding them on advertising programs on campus

University of Illinois Buddy Program

August 2008-May 2009 Communicated with incoming freshmen through the year to facilitate smooth transition into the University Active Member

- Served as a peer mentor for over 15 students and provided advice and insight based on personal

Languages: Mandarin (Fluent), French (Functional)

Greg Johnson

302 East John Street #1904 ◆ Champaign, IL 61820 ◆ (773) 347-7782 ◆ gjohns5@illinois.edu

EDUCATION

University of Illinois at Urbana-Champaign	Graduation Date: May 2011
Bachelor of Science in Business-Administration	Major GPA: 3.66/4.00
Concentration: Marketing	
ESCP Europe-Paris Study Abroad	January 2010-May 2010

HONORS

July 2010-Present August 2007-Present July 2006-Present BP American, Caterpillar Excellence and Glenn Winokur Scholarships, Recipient Honors Business Program Class of 2011, Student Leadership, Education and Development Program (LEAD), Program Participant

INTERNSHIP EXPERIENCE

Namasté Laboratories Marketing Communications Intern

May 2010-August 2010

Blue Island, Illinois

- Created and edited internal and external press releases about the company's recent events and involvements
- June 2009-August 2009 Compiled spending reports and advertising print media in order to analyze industry competition and ranks Marketing Professional Brand Coordinator
 - Developed and edited consumer brochures and sell sheets to target salon stylists and consumers
- Analyzed annual product sales at various retail stores and salons by creating spreadsheets and graphs

College of Business MBA Office PROFESSIONAL EXPERIENCE

Student and Academic Services Office Assistant

Produce flyers, newsletters and announcements for past and upcoming events and opportunities available to MBA

August 2010-Present

Champaign, Illinois

Organize and store data and records for MBA students as well as effectively answer students' questions to ensure clarity

Champaign, Illinois

September 2009-December 2009

Champaign-Urbana Radio Group

Event Marketing Intern

- Performed tasks leading up to the execution of events coordinated with Radio Group and other venues or companies
 - Promoted a contest and event by appearing at a live radio broadcast and talking to over 200 local residents

LEADERSHIP & ACTIVITIES

Springfield, IL

June 2009-August 2009

American Marketing Association

Newsletter Committee Associate, Small Business Consulting Committee

- Write articles for the monthly newsletter, informing members about campus events, opportunities and suggestions
 - Assist with small business consulting committee aiding in local small business marketing projects

National Black MBA Association Vice President of Communications, Social Chair

Champaign, Illinois

January 2008-Present

Champaign, Illinois

August 2009-Present

Communicate messages to the entire organization about upcoming events, meetings and opportunities Raise over \$950 for the association's Fall 2010 national conference while serving as a staff manager

New York, New York Management Leadership for Tomorrow (MLT) Career Preparation Fellow

- July 2009 Invited as one of 200 applicants selected to prepare for a successful career through workshops and training, one on one coach calls and extensive weekly assignments
 - Expanded network and opportunities by establishing relationships with recruiters, peers and alumni

Business 101 Section Leader

Urbana, IL

 Prepared for class each week by reading through assigned course material Teaching Assistant

Facilitated group discussions among freshmen in the College of Business about various business modules

March 2009-December 2009

Champaign, Illinois

Mentored over 30 students by assisting with their transition to the University