

Vivian Jones

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Education

Bachelor of Science in Business Administration
Emphasis in Accounting

Webster University, St. Louis, Missouri

Expected May 2025

GPA: 3.6/4.0

Accounting Experience

FOCUS Intern, Scheffel Boyle, Columbia, Illinois

January 2024 - April 2024

- Assisted in the preparation of tax returns for both individuals and businesses
- Communicated with clients to obtain proper documentation and information needed for preparation of tax returns

Assurance Intern, RubinBrown, St. Louis, Missouri

May 2023 - July 2023

- Analyzed company information and wrote reports to provide insight about company background, industry outlook, and financial review
- Supported professionals in the audit risk assessment and analysis process

Skills

- Quickbooks
- SAP
- Excel
- Access
- Conversational Spanish

Additional Experience

Student Assistant, Webster University, St. Louis, Missouri

August 2022 - Present

- Scheduled appointments and answered student questions about the Career Planning & Development Center
- Reviewed student resumes for use on Handshake and provided constructive feedback
- Processed and approved online job postings to ensure opportunities were legitimate and relevant to Webster students

Customer Service Associate, Webster University, St. Louis, Missouri

August 2021 - May 2022

- Provided excellent customer service to residents and answered questions pertinent to the Department of Housing and Residential Life
- Organized and filed housing forms and maintenance requests
- Logged and notified residents of packages to ensure effective use of office space

Organizational Involvement

Missouri Society of Certified Public Accountants (MOCPA)

January 2024 - Present

Missouri Society of Accountants

August 2023 - Present

Webster University ChordLoks

August 2022 – Present

Albert Gorlok

St. Louis, MO | 314-555-1234 | albertgorlok@email.com | [linkedin.com/in/albertgorlok](https://www.linkedin.com/in/albertgorlok)

Education

Webster University

Bachelor of Arts in Psychology

Emphasis in Mental Health

St. Louis, MO
December 2022
GPA: 3.8/4.0

Related Coursework:

- Social Psychology
- Drug and Chemical Dependency
- Personality Theory
- Advanced Counseling Psychology
- Health Psychology
- Community Psychology

Experience

Garden Park Behavioral Health Services

Community Case Worker

St. Louis, MO
September 2023 - Present

- Deliver comprehensive case management services for caseload of 25-30 clients
- Conduct home visits with clients and assist with accessing resources within the community such as attending medical appointments and accessing medication
- Provide advocacy, psychoeducation, and skills training to ensure clients' overall quality of life
- Develop and thoroughly document treatment plans and client goals for state and company records

Receptionist

January 2023 - August 2023

- Provided excellent customer service to clients and staff
- Created documentation for office processes and assisted in training a new part-time receptionist
- Scheduled appointments and meetings to ensure clients received the appropriate assistance
- Maintained and updated client files while following appropriate confidentiality practices
- Shared information with current and prospective clients about services, resources, and processes
- Ordered office supplies and addressed other staff purchasing requests promptly

Department of Mental Health (DMH)

Recreation Specialist Intern

St. Louis, MO
May 2022 - August 2022

- Collaborated with site supervisor in facilitating recreational group activities for individuals with developmental disabilities
- Planned and coordinated group activities by collaborating with DMH team members and actively encouraging residents to participate

Active Minds of Webster University

Vice President

St. Louis, MO
August 2021 - May 2022

- Planned 5 events on campus to encourage conversations about mental health and utilization of mental health resources

Member

August 2020 - May 2021

- Attended bi-weekly meetings and participated in events focused on reducing stigma around mental health

American Red Cross Blood Drive

Volunteer

St. Louis, MO
September 2021, 2022

- Assisted with event set-up and provided a welcoming and calm atmosphere for blood donors

EATON WITHERSPOON

Greenville, South Carolina | 515.555.5678 | eaton.witherspoon@email.com

EDUCATION

Webster University

Master of Science in Cybersecurity

5/2023

Emphasis in Data Analytics

University of South Carolina, Columbia, South Carolina

Bachelor of Science in Computer Information Systems

5/2018

PROFESSIONAL EXPERIENCE

Global Defense Systems, Inc., Greenville, South Carolina

Corporate Information Systems Security Officer

8/2023 – Present

- Develop and manage the daily computer systems security program for a \$500 million government contracting agency with over 240 employees and systems users.
- Conceptualized and created an information security system designed to comply with the United States government "top secret" clearance standards which served as a prototype for other government contractors.

Cloud Creations, Inc., Florence, South Carolina

Web Designer/Database Administrator

1/2020 – 7/2023

- Developed, designed and launched the first company interactive website designed to allow customers to review products, order inventory and track shipping.
- Increased sales by over 300% one month after website launch by implementing creative web and e-mail marketing strategies.
- Designed and implemented an artificial intelligence program that interacted with on-line customer orders, vendors, and shipping partners to manage a just-in-time inventory that saved the company over \$2 million.

Programmer

6/2018 – 1/2020

- Wrote computer programs using C++ designed to track client services and financial data.
- Generated routine financial reports for the Governor of South Carolina related to costs associated with this innovative, federally-funded grant program.

CERTIFICATIONS

Certified Information Systems Auditor (CISA)

Global Information Assurance Certification (GIAC)

Certified Information Systems Security Professional (CISSP)

PROGRAMMING LANGUAGES

C, C++, HTML, Visual BASIC, COBOL, Java

Nia Franklin

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EDUCATION

Bachelor of Arts in Educational Studies

Webster University

Expected May 2022

Webster Groves, Missouri

COMMUNITY INVOLVEMENT

Tutor

Hazelwood School District

January 2020 - Present

Hazelwood, Missouri

- Tutored third through fifth graders in math and reading weekly to improve student learning

Nursery Volunteer

Saint Louis Crisis Nursery

September 2019 - Present

St. Louis, Missouri

- Provided short term childcare for children, aged birth through 12 years, in order to provide a nurturing environment in times of crisis for families

Nights of Safety Volunteer

ALIVE

January 2019 - August 2019

St. Louis, Missouri

- Answered phone lines to connect domestic violence survivors with emergency shelter and transportation

Volunteer

Heifer Ranch

June - August 2018, 2019

Perryville, Arkansas

- Completed maintenance and landscaping tasks to keep the ranch running efficiently
- Conducted tours for visitors in order to share the mission of Heifer International and sustainability practices followed at the ranch

Webster Works Worldwide Volunteer

Lutheran Senior Services

October 2018

St. Louis, Missouri

- Led recreational activities to engage residents in wellness practices

After School Mentor

Boys and Girls Club of Greater St. Louis

August 2017 – May 2018

St. Louis, Missouri

- Mentored students in first to sixth grade while coaching them on literacy skills

SKILLS

- Conversational Spanish
- American Red Cross First Aid & CPR Certified
- SPSS
- ClassDojo
- GoogleClassroom

PAT JONES

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EDUCATION

Master of Arts in Teaching Middle School Education 5/2024
Webster University, Saint Louis, Missouri

Bachelor of Arts in History 5/2022
University of Missouri, Columbia, Missouri
• Study Abroad: Florence, Italy 6/2021 – 7/2021

CERTIFICATION

Missouri Middle School Education Social Science (5-9) Certificate Pending

Missouri Substitute Teacher Certificate 1/2024 – Present

EDUCATION-RELATED EXPERIENCE

Apprentice Teacher 1/ 2024 – Present
Fanning Middle School, St. Louis Public School District, Saint Louis, MO

- Collaborated with lead teacher and school personnel to manage teaching responsibilities for 7th and 8th grade social studies classes in a diverse environment
- Planned a unit on regional history in which students conducted an oral history project with a community member
- Applied knowledge of Positive Behavior Interventions and Support (PBIS) and mindfulness practices to enhance classroom management strategies
- Coordinated a field trip to the Missouri History Museum for 50 students to engage with local history
- Assessed students to monitor growth toward focused learning targets

Practicum Student 9/2023 – 12/2023
Bernard Middle School, Mehlville School District, Saint Louis, Missouri

- Observed and applied teaching strategies, including Kagan cooperative learning, in a 6th grade social studies classroom under the guidance of a cooperating teacher
- Engaged learners through technology including online learning sites, Smartboard technology, and use of document cameras which improved students' proficiency with state-of-the-art learning platforms

Early Diversity Pre-Practicum Student 3/2023 – 4/2023
Brittany Woods Middle School, University City School District, Saint Louis, Missouri
• Gained a stronger understanding of the dynamics of educating students in a diverse school district by observing middle school teachers in both language arts and mathematics classrooms

ADDITIONAL EXPERIENCE

Walk Manager 8/2021 – 6/2022
Alzheimer's Association, Houston, Texas
• Educated community partners on Alzheimer's Association mission and services through outreach activities, including community presentations and corporate engagement opportunities
• Recruited 90 volunteers and 20 corporate sponsors for the Houston Walk to End Alzheimer's

CAMPUS INVOLVEMENT

School of Education Graduate Student Representative, Student Government Association 8/2023 – Present
Member, Student Education Association, Webster University 1/2023 – Present

Hazel Browning

hbrowning@email.com

314-555-6982

SUMMARY OF QUALIFICATIONS

- Five years of human resources experience in benefits and compensation and talent recruitment
- Expertise with benefits administration, analysis, and policy negotiations
- Proficient with human resource management systems including ADP and PeopleSoft

PROFESSIONAL EXPERIENCE

Benefits Specialist

March 2021 - Present

Rally Services, St. Louis, MO

- Administer all benefits programs including leave, retirement, and health, life, and disability insurance
- Monitor trends, Federal and state regulations, and relevant legislation in order to make recommendations for updates to compensation and benefits policies and plans
- Compare benefits plans based on cost and use analysis and negotiate with carriers so as to provide a competitive benefits package for employees
- Write and present reports summarizing research analysis and recommendations for human resources manager
- Coordinate with benefits carriers to administer enrollment and delivery of benefits
- Designed, organized, and promoted a new "Healthy Alternatives" community wellness program, registering 50 participants in the first year

Human Resources Assistant

July 2018 - March 2021

Red Squirrel, Edwardsville, IL

- Advertised job vacancies and promoted position availability to eligible internal candidates
- Processed employment applications and evaluated eligibility of candidates
- Scheduled and executed new employee orientations, providing clear explanations of personnel policies and benefits
- Maintained employment records for over 300 employees including hiring documentation, salary and leave records, production reports and performance evaluations, and corrective action plans

Customer Service Representative

May 2017 - June 2018

Kits Corporation, St. Louis, MO

- Actively listened to inquiries and provided information about services that fit customer needs
- Processed order information and payments with speed and accuracy
- Increased customer retention by providing customized recommendations and responding to complaints with empathy and a solution-oriented perspective
- Received recognition for excellence in customer experience on four occasions

EDUCATION

Master of Arts in Human Resources Management

May 2021

Bachelor of Arts in Business Administration

May 2017

Webster University, St. Louis, MO

CERTIFICATIONS

Senior Professional in Human Resources (SPHR)

January 2024

Professional in Human Resources (PHR)

August 2021

PROFESSIONAL ASSOCIATIONS

Human Resource Management Association of Greater St. Louis

August 2018 - Present

Society for Human Resource Management

August 2018 - Present

RYAN KENNEDY

Atlanta, Georgia • (314) 123-4567 • ryan.kennedy@mail.com • linkedin.com/in/ryank

Highly effective Public Relations Specialist with 5 years' experience creating and implementing informative and engaging communication. Adaptable and self-motivated with exceptional strengths in crisis communication, community relations, organizational branding, and social media engagement.

PROFESSIONAL EXPERIENCE

Associate Director of Communications

July 2023 - Present

Fulton County Government

Atlanta, Georgia

- Provide focus to and direction for Arton County's comprehensive communications strategy with a team of three fulltime staff, growing trust and maintaining positive relationships between the county government and its constituents.
- Established a positive reputation with the national media by coordinating and dispersing timely emergency services information to the public during Hurricane Idalia in August 2023.
- Developed and implemented an in-depth, hands-on training program to assist new staff respond consistently and professionally to inquiries from community stakeholders and media outlets.

Public Relations Supervisor

October 2018 - July 2023

Chandler County Government

Lawrenceville, Georgia

- Facilitated engagement with community stakeholders using social media platforms, including Facebook, Twitter, and
- Instagram, in addition to preparing and distributing media press releases for monthly activities and events with a team of five full-time staff and three interns.
- Proactively developed and implemented a crisis management strategy to assist staff navigate media inquiries and respond to concerns from community stakeholders.
- Managed an annual operating budget of \$350,000, overseeing expenditures for monthly events, promotional items, and staff professional development.
- Awarded Distinguished Employee of the Month in April 2020, for consistently maintaining calm during crisis.

EDUCATION

Master of Arts in Communications

December 2022

Syracuse University

Syracuse, New York

Bachelor of Arts in Journalism

May 2018

Webster University

St. Louis, Missouri

SKILLS

- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop
- Adobe Publisher
- Constant Contact
- Mail Chimp
- WordPress
- Wild Apricot

WALKER PEARSON

COMMUNICATIONS STRATEGIST

CONTACT

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walkerpearson@email.com
www.walkerpearson.com
linkedin.com/in/walkerpearson

EDUCATION

Bachelor of Arts: Public Relations 5/2025
Webster University, St. Louis, Missouri

SKILLS

Communications:
Constant Contact, Google Analytics, Hootsuite, Mailchimp

Design:
Photoshop, InDesign, Illustrator

Languages:
Fluent in Spanish

INVOLVEMENT

Brothers Empowered 1/2024 - Present

Speech and Debate Club 8/2023 - Present

Amnesty International 8/2022 - 5/2024

PROJECT EXPERIENCE

Public Relations Campaigns 1/2024 -Present

- Developed a public relations campaign for a local non-profit
- Completed a needs and stakeholder analysis and consulted the organization about events and fundraising strategies
- Created an internal and external communications plan as well as an emergency and crisis communication model
- Suggested updates to promotional materials and social media strategy

Specialized Publications 8/2023-12/2023

- Completed a needs analysis and developed a publications plan, including communications objectives and strategies, production needs, and evaluation mechanisms

Organizational Communication 8/2023 -12/2023

- Conducted an internal audit of the communication climate for Pepsi Co.
- Constructed a mass media communication plan for Pepsi Co.'s stakeholders such as employees, several customer demographics, and government policy constituents

Media Relations 1/2022-5/2022

- Effectively communicated through a series of simulations involving learning to attract, work with, and be interviewed by radio, television, and newspaper reporters