

# Chris Q. Surname

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## Campus Address

1234 Waldron Avenue  
West Lafayette, IN 47906  
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## Permanent Address

1234 Oriole Trail  
Long Beach, IN 46360  
(219)-123-4567  
<http://web.address/~chrisq>

## Objective

A sales and marketing internship allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry

## Education

### Purdue University, West Lafayette, IN

Krannert School of Management  
B.S. in Management  
Marketing Minor  
Human Resources Minor

May 1999  
Major GPA: 3.1/4.0  
GPA 2.9/4.0

### Familiar Computer Applications

Microsoft Office  
Microsoft Access

Netscape Communicator  
Internet Explorer

### Special Course Project

- Acted as client liaison for Memorial Hospital as part of Business Writing team project
- Conducted research and prepared report on more efficient communication systems

## Volunteer Service

**Volunteer**, Memorial Hospital Pharmacy, Michigan City, IN

December 1993 to May 1994

- Prepared prescriptions to meet diverse needs of patients and customers
- Ordered various pharmaceutical products from different suppliers, handled billing
- Offered over 100 hours of volunteer service in health care facility

## Work Experience

**Cashier**, Alvin's Supermarket, Michigan City, IN

May 1995-August 1997

- Trained new employees in customer relations and efficient money handling
- Balanced cash register drawers and maintained high level of accuracy
- Assisted manager with inventory and ordering procedures

**Sales Associate**, Nana's Cottage, Michigan City, IN

July 1992-November 1994

- Balanced registers and opened/closed store in a responsible manner

## Leadership Activities

Old Masters

- Central Committee Co-Chair
- Hostess
- Publicity

Delta Gamma Sorority

Delta Sigma Pi Professional Fraternity  
Krannert Employers Forum Hostess  
Management Ambassadors  
Purdue Water Ski Club  
March of Dimes Walk-America