

SAMPLE CHRONOLOGICAL RESUME

JANETTE POWELL

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EDUCATION:

9/XX-present

Stanford University, Stanford, CA

- Pursuing a Bachelor of Arts degree in International Relations, to be conferred 6/XX
- Course work includes economics, organizational behavior, computer science, and statistics
- GPA - 3.8/4.0

6/XX-9/XX

Oxford University, Stanford-in-Oxford, Oxford, England

- Studied Comparative Anglo-American Judicial System

EXPERIENCE:

9/XX-present

Resident Assistant, Madera House, Stanford University, Stanford, CA

- Work with a staff of four resident assistants in an 88-student, freshman dormitory
- Create, plan and implement academic, cultural and social activities with the students
- Encourage and facilitate discussion of social, political and ethical questions among the students
- Build community spirit and guide residents in assuming responsibility
- Coordinator for "Madera Makes Music," a weekly educational program during winter quarter
- Schedule performances, organize the budget and create publicity

10/XX-6/XX

Visual Display Artist/Salesperson, The Gap, Palo Alto, CA

- Designed and assembled window and floor displays
- Assisted customers with selection and purchase of merchandise

1/XX-1/XX

Vice President, Delta Gamma Sorority, Stanford University, Stanford, CA

- Directed planning and implementation of activities for 95 chapter members
- Supervised and approved officer budgets
- Increased member participation through innovative motivational techniques
- Created prototype for annual chapter retreat and member recognition program
- Organized rush activities

6/XX-6/XX

Entrepreneur, The Sewing Studio, Durham, CA

- Created business offering fashion design and clothing construction courses to home-sewers
- Developed advertising strategies, coordinated class schedules, and taught classes
- Expanded into a business with \$200,000 in annual gross sales of merchandise and services

7/XX-9/XX

Administrative Intern, U.S. Congressman Eugene Chappie, Chico, CA

- Developed computer cataloging system for constituent request files
- Researched local, state, and national issues for congressional use

ADDITIONAL INFORMATION:

- Division I Varsity Athlete, Women's Water Polo, Stanford University
- Familiar with Mac and PC software applications including Excel and PowerPoint
- Proficient in Spanish, basic skills in French
- Have travelled extensively throughout Europe