

Sample Resumes

MARY SMITH

Permanent Address: 2010 First Street Chicago, IL 60606

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EDUCATION

University of Illinois at Urbana-Champaign

Bachelor of Science in Computer Science

- Dean's List: Fall 2014, Spring 2015
 - Relevant coursework: Database Systems, Program Verification, Scientific Visualization
- May 2017
GPA: 3.67/4.00

EXPERIENCE

Aon Corporation

IT Intern

- Responded to over 40 employees' requests in order to assist with any computer malfunctioning problems
 - Aided in developing a new software application utilizing programming skills
 - Contributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate
- Glenview, IL
June 2015-August 2015

Chicago Marketing Corporation

Sales Assistant

- 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
- Champaign, IL
June 2014-August 2014

Outback Steakhouse

Server

- 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 promptly and efficiently
- Highland Park, IL
June 2013-August 2013

ACTIVITIES

Panhellenic Council

Greek Recruitment Counselor and Active Member

- Receive training in conflict management, decision making, and mentoring in order to effectively supervise 80+ women going through the formal recruitment process
 - Promote and participate in service events raising ~\$15,000 for the Champaign County Court Appointed Special Advocates Program and Circle of Sisterhood Foundation
 - Elected to scholarship committee in order to oversee chapter's weekly participation in study hours and maintain knowledge about campus tutoring and academic assistance programs
- Champaign, IL
January 2013-Present

Illinois Leadership Center, Leadership Certificate

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
- Champaign, IL
January 2013- Present

SKILLS

Computer

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

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