

Application Download – 3/5/2025

UT Dallas – Computer Science

| Name | Email | School | School Year | Major |
|---------------------|---------------------------|-------------------------------|-------------|---------------------------------------|
| Jon Smith | | UTD | Masters | Computer Science |
| Robin Williams | peeradvisor@umn.edu | UTDallas | Sophomore | Business |
| Neil Patrick Harris | patrickharris@hotmail.gov | UT Dallas | Freshman | Advanced Computing and Data Analytics |
| John Doe | yourname@berkeley.edu | UTD | Senior | Data Science |
| Jane Doe | yourname@berkeley.edu | UT Dallas | Junior | Software Engineering |
| Jon Doe | yourname@berkeley.edu | University of Texas Dallas | Masters | Computer Science |
| Jane Smith | yourname@berkeley.edu | University of Texas at Dallas | Alumni | Business |
| Richard Roe | yourname@berkeley.edu | UTD | Freshman | Advanced Computing and Data Analytics |
| Ian Hansson | hansson@example.com | UTDallas | Senior | Data Science |
| Janna Gardner | janna@example.com | UT Dallas | Junior | Software Engineering |
| May Riley | m.riley@live.com | UTD | Masters | Computer Science |
| Kristi Faar | kristi@example.com | UT Dallas | Sophomore | Business |
| Tonnie Thomsen | tonnie@example.com | University of Texas Dallas | Freshman | Advanced Computing and Data Analytics |
| Sonu Jain | sonu@example.com | University of Texas at Dallas | Senior | Data Science |
| Dian Nugraha | | UTD | Junior | Software Engineering |
| Danielle Brasseur | danielle@example.com | UTDallas | Masters | Computer Science |

Jon Smith

Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

EXPERIENCE

| Title | Start Date - End Date (Current) |
|---|---------------------------------|
| Company Name, Location | |
| <ul style="list-style-type: none">• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results | |

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| Company Name, Location | |
| <ul style="list-style-type: none">• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results | |

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| Company Name, Location | |
| <ul style="list-style-type: none">• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results• (Action verb) + what you did (more detail) + reason, outcome or quantified results | |

SKILLS

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

EDUCATION

| Degree Type, Major (if applicable) | Month/Year of Completion |
|------------------------------------|--------------------------|
| Institution Name | |

CERTIFICATIONS

- [Certification], [Certifying organization] - [Year earned]

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- | | |
|--|------|
| • Award, recognition or volunteer work | Date |
| • Award, recognition or volunteer work | Date |

Robin Williams

101 Pleasant Street Southeast | Minneapolis, MN 55455 | (612) 624-7577 | peeradvisor@umn.edu

Education

University of Minnesota-Twin Cities
Minneapolis, MN

Bachelor of Arts in Political Science

Expected

May 2022

Bachelor of Arts in Journalism, emphasis in Public Relations

Cumulative

GPA: 3.7

Minors: Business Management, Carlson School of Management

Animal Science, College of Agriculture, Food, and Environmental Science

Internship Experience

Intern, United States Senator Amy Klobuchar

January 2022 –

Present

Metro Area Office

Fort

Snelling, MN

- Initially confer with constituents who call the Health Care Help Line, determine needs and requests, then assign and distribute health care related casework to 3 supervisors
- Communicate, update, and write various types of correspondence to multiple constituents within the Capital Correspondence database regarding active casework
- Collaborate with event planning staff regarding outreach, project implementation, and constituent communication

Staff Intern, United States Senator Thomas A. Daschle

May 2020 –

August 2021

Service Office

Aberdeen, SD

- Handled 10 to 15 constituent cases involving disputes between clients and government organizations
- Collaborated with every staff member in the local office and other staff from the state and Washington D.C. offices regarding constituent concerns, government projects, and current legislation
- Staffed and shadowed the senator, while also spearheading and venturing on 5 outreach trips throughout the state with various staff members

Leadership Experience

Peer Advisor, Career and Community Learning Center

September 2019 –

Present University of Minnesota

Minneapolis, MN

- Provide guided orientations to inform students of career opportunities, job resources, and office services
- Assist an average of 5 students a day with writing resumes and cover letters and researching majors, careers, internships, graduate schools, and job opportunities
- Facilitate resume and cover letter workshops and presentations to classes of 10 or more students
- Initiate ideas and/or projects with co-workers and supervisors to create an effective and efficient working environment

Orientation Leader, Orientation and First Year Programs

January 2018 –

August 2019

University of Minnesota

Minneapolis, MN

- Trained with 23 other individuals for 4 months on issues of diversity, inclusiveness, flexibility, and understanding one's self in order to grow as an individual in addition to developing strong relationships with coworkers

- Assisted in successfully being a part of an orientation of over 5000 incoming freshmen to the University of Minnesota by giving presentations, leading tours, and acting as a university resource by answering innumerable questions from parents and students
- Followed rigorous time schedules when leading and working with students to enhance their experiences and efficiently manage time for the effectiveness of our programs
- Led 12 groups of 25 students through their orientation by providing a breadth of information about the university, campus life, living away from home, taking risks, and how an individual might change through college career

Activities & Skills

College of Liberal Arts Ambassadors

January 2020 –

Present

University of Minnesota – Drumline / Marching Band / Men’s Hockey Pep Band

September 2018 –

Present

Fluent Proficiency in Microsoft Office and Google Workspace

Neil Patrick Harris

patrickharris@hotmail.gov | 101 Wall Street, New York, NY 10005 | (505) 933-1214

Education

University of Minnesota-Twin Cities
Minnesota

Minneapolis,

Bachelor of Arts, Sociology of Law, Crime and Deviance
December 2025

Anticipated

Minor in Psychology
GPA 3.32/4.0

Study Abroad
Spain

Toledo,

Study & Intern in Toledo
2018

January 2018 - May

Universidad de Castilla la Mancha

Related Coursework: Law, Crime, & Punishment; Sociological Perspectives on the Criminal Justice System; Criminal Behavior and Social Control; Sociology of Law; Deviant Behavior; Criminal Procedure in American Society; Topics in Sociology With Law, Criminology, and Deviance Emphasis

Volunteer Experience

Volunteer

January 2017 -

Present

University of Minnesota YMCA
Minnesota

Minneapolis,

- Provide social and educational support to students participating in after-school programs
- Brainstorm ideas for engaging youth to promote improvement in literacy-related skills

Mentor

September 2017 - December

2018

180 Degrees Girls Resiliency Program
Minnesota

Ramsey County,

- Mentored a delinquent girl, making her more effective in the community by setting goals for her future and meeting with her for 3-5 hours a week to help her build strong relationships with others
- Organized and developed case management packets for the 20 plus girls in the program
- Completed demographic data analysis
- Guided the mentee throughout her transition back into the community, helping to create a safer society

Work Experience

Lifeguard

May 2014 -

Present

Saint Louis Park Aquatic Park
Minnesota

Saint Louis Park,

- Ensure patron safety by enforcing all aquatic facility rules, watch over the pool when there are swimmers and recognize and respond effectively in emergencies

- Complete records and reports following emergencies, contaminations and patron complaints

Wait Staff

June 2013 -

Present

Holiday Inn Metrodome, Grill Room

Minneapolis,

Minnesota

- Manage 10 to 15 tables at a time in restaurant while ensuring customer satisfaction
- Perform multiple tasks in stressful environment in order to meet the needs of customers and other employees

Skills

- R Studio (prof)
- French(Int)
- bult

John Doe

Berkeley, CA • youremail@berkeley.edu • + 1 (000) 000-0000

EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY
Bachelor of Arts: Major in English, Minor in Rhetoric
Relevant Coursework

Berkeley, CA
2021-2025 (anticipated)

WORK EXPERIENCE

UNIVERSITY OF CALIFORNIA, BERKELEY

Berkeley, CA

Transfer Center Peer

SEPTEMBER 2023-Present

- Collaborate with a 7-person team to design, develop, and launch programming for recent transfer students introducing Berkeley resources; Counseling & Psychology Services, Financial Aid, Queer Alliance Resource Center, Berkeley Career Engagement, and more
- Develop strategic insights through a review of University enrollment data about common themes in transfer enrollment; community college attended, financial aid recipients, and other identified metrics and apply them to program development for a student base of 5,000
- Manage and execute various administrative responsibilities to meet deadlines and project goals (completing forms, planning outreach, monitoring email, and updating point of contact data for campus partners)
- Engage with all students according to confidentiality and standards outlined in FERPA
- Communicate with team members and student constituents through email, in-person front desk staffing, programs, and team meetings
- Design flyers and posters to advertise Transfer Center offerings for social media posts and in newsletters (Canva, Adobe)

FREELANCE

Berkeley, CA

English Tutor

MARCH 2022-December 2023

- Virtually instructed and supervised 8 high school students in all aspects of English reading and writing; comprehension, grammar, syntax, style, and citation (MLA & Chicago) resulting in grade improvement for 100% of students
- Designed and improved instruction materials to ensure outcomes for each student based on individual learning styles, temperament, and needs over virtual appointments using Zoom
- Supported students through a collaborative, empathetic tutoring style with professionalism and pragmatism
- Interfaced with students, parents, and teachers as necessary to ensure improved grade outcomes

LEADERSHIP EXPERIENCE

BOOKS FOR LIFE JANUARY 2022-Present

President

- Led a multicultural club of book enthusiasts to develop and launch a book fair event featuring 100 BIPOC authors from multiple genres through detailed planning and research
- Manage club membership and activities through weekly meetings, strategic planning, and recruitment events

PROGRAMS, SKILLS, SOFTWARE

Team Management: Asana, Notion, Trello, project design & deadline tracking, motivation & positive psychology for groups

Technical Skills: G Suite (expertise in forms, slides & sheets), InDesign for publication process, Microsoft Word, Canva

Writing & Editing: Design and edit documents for tone, style, grammar, spelling and citation (APA, MA, Chicago)

Jane Doe

Berkeley, CA 94713 | username@berkeley.edu | 510-123-4567 | LinkedIn URL

EDUCATION

University of California, Berkeley 2026

Master of Public Health

University of California, Berkeley 2023

Bachelor of Arts in Sociology
GPA 3.65

RELEVANT COURSEWORK

Sociology of Poverty, Organizations and Social Institutions, Data Science for Social Impact, Research Design and Sociological Methods

FELLOWSHIPS & GRANTS

- Blue Shield of California Health Equity Fellowship 2024
- Cal Alumni Association Achievement Award Program 2022

RESEARCH EXPERIENCE

Research Apprentice - UC Berkeley Department of Sociology 2022-2023

Advisor: Dr. Jane Smith, Undergraduate Research Apprenticeship Program (URAP)

- Collaborated with a team to conduct data analysis in R and Excel to understand the impacts of green spaces on children living in urban areas
- Developed visualizations using Excel and infographics utilizing Canva to communicate research findings to diverse audiences
- Conducted literature review to gather research on green spaces impacts on children in global urban areas and craft written overview of research to present findings to lead researcher

PROFESSIONAL EXPERIENCE

Public Health Outreach Associate - Safe Passages, Oakland, CA 2023-2024

- Conducted outreach via in-person, email campaigns, and phone calls to educate communities in Oakland about health and social support resources
- Led workshops for K-12 students in groups of 10-30 students on health topics included mental health, environmental health, and stress management
- Worked with program manager to collect and analyze data in Excel and developed visualizations for program reports and grant proposals
- Interviewed community members about their health concerns and compiled a report to communicate trends

LEADERSHIP EXPERIENCE

Professional Development Coordinator - Berkeley Undergraduate Sociology Association 2021-2023

- Planned and implemented 3-4 professional development events with faculty, alumni, and industry professionals to help members explore diverse career pathways each semester
- Developed a survey using Qualtrics and analyze survey results to gather insights from members to understand professional development needs

Health Education Coordinator - Berkeley Student Cooperative
2023

2022-

- Developed programs and services in partnership with Health Worker Coordinator and Health Workers to support member health needs
- Assessed the health needs of members through Google Form and determined programs and services that would best meet these needs
- Created a grant proposal and was awarded \$2,000 to provide specialized training around mental health resources and approaches to support members

Writing Tutor - UC Berkeley Student Learning Center
2022

2021-

- Provided individual to group tutoring to support in the development of writing skills
- Co-facilitated writing workshops with other tutors for groups of 10-20 students

COMMUNITY SERVICE

Volunteer - City of Oakland Community Gardening Program, Oakland, CA
Present

2022-

- Work with volunteers to maintain community gardens and organize gardening supplies each week

Coordinator - UC Berkeley Paws for Mental Health
2022

2021-

- Planned events and tabling opportunities and mobilized volunteers to promote mental through canine companions for the UC Berkeley campus community

ADDITIONAL WORK EXPERIENCE

Assistant Store Manager - Starbucks, Concord, CA
2020

2018-

- Coordinated training sessions for staff with store manager for 5 staff on a monthly basis on topics related to store operations and professional development
- Ensured health and safety of staff by adhering to company protocols and providing equipment and resources to staff
- Provided quality and attentive service to diverse customers and resolved any issues or complaints

PRESENTATIONS

Presentation Title

Minorities in Health, 2023

- Presented research on the benefits of gardens and green spaces for low-income urban communities

PUBLICATIONS

Last Name, First Name. (2023). Article Title. *Eleven: The Undergraduate Journal of Sociology*, Volume (Issue), Page range.

SKILLS

Technical Skills: R, Microsoft Office (Word, Excel, and PowerPoint), Google Suite (Docs, Sheets, Slides), Qualtrics

Language Skills: Bilingual in Tagalog and English

Jon Doe

Berkeley, CA | (555) 123-4567 | youremail@berkeley.edu | LinkedIn | website, and/or portfolio URL (optional)

Education

University of California, Berkeley

May 2025

Bachelor of Arts in Data Science

GPA: ___/4.0 (optional)

Relevant Coursework: Data Structures & Algorithms, Modern Statistical Prediction & Machine Learning, Principles & Techniques of Data Science, Data, Inference, & Decisions, and Human Contexts & Ethics of Data

Skills

Languages: SQL, Python, SAS, Java, R

Tools: Tableau, Data Wrangler, AWS

Databases: MySQL, PostgreSQL, MongoDB

Web Technologies: PHP, JavaScript, HTML

Highlighted Experience and Projects

Data Analyst Intern, ABC Company, San Francisco, CA

Summer

2024

- Analyzed user engagement data (SQL, Python) to identify trends in app usage, resulting in a 15% increase in user acquisition for high-value user segments
- Developed and implemented data cleaning procedures (Python) for a customer satisfaction survey dataset, leading to a 10% reduction in data processing time for future surveys
- Collaborated with software engineers to understand data storage structures and API functionalities, ensuring accurate data retrieval for analysis

Datathon Project: Predicting Customer Churn for XYZ Company

Spring 2024

- Led a team of 4 in the exploration of customer data, uncovering key trends and patterns related to churn
- Guided the team in selecting appropriate machine learning algorithms for churn prediction and oversaw model training, evaluation, and hyperparameter tuning for optimal performance
- Prepared and delivered a compelling final presentation to the datathon judges, highlighting our findings and model's accuracy of 78% in predicting customer churn

Project: Fantasy Football Modeling, Course: Data and Decisions

Fall 2023

- Aggregated and prepped 5 years of NFL fantasy football projection data from 6 independent sources into a MySQL database
- Built a random forest model in SAS that improved projection accuracy by combining the disparate sources into one projection that outperformed the mean absolute error of the next best projection by 18%

Project: Production Control, Course: System and Analysis Design

Spring 2023

- Led a team of five students in designing, coding, and implementing a SQL database
- Entered and updated information using a search engine robot
- Completed analysis and designed documentation with data flow diagrams, structural charts, process specifications, a data dictionary, and a user manual

Leadership and Extracurricular Activities

Data Structures Undergraduate Student Instructor, UC Berkeley EECS Dept

Sept. 2023 - Present

- Support biweekly sections of 100+ students to help reinforce core data structures concepts (e.g. asymptotics, linked lists, trees, searching/sorting algorithms, etc.)

- Shape course curriculum by developing relevant enrichment problems to help students master

CS Educator / Events Committee Member, Berkeley ANova

Sept. 2022 - May 2023

- Improved computer science education in under-resourced communities across the Bay Area
- Taught a weekly project-based after-school program at Bay Area middle schools

Jane Smith

San Francisco Bay Area | (555) 123-4567 | yourname@berkeley.edu | www.linkedin.com/in/yourname/

EDUCATION

University of California, Berkeley, College of Chemistry, Berkeley, CA **Expected:** May 2025
Bachelor of Science in Chemistry, Minor in Material Science **GPA:** 3.56/4.0

Relevant Coursework: Quantum Mechanics, Applied Data Science, Advanced Python

Berkeley Hills College **May 2023**
Associates of Science in Chemistry **GPA:** 3.96/4.0

SKILLS

Laboratory Techniques: NMR, IR, UV-Vis, HPLC, thin-layer chromatography, crystallization

Programming Languages: MATLAB, Python, Java

Software: Microsoft Office Suite: Word, Excel, and PowerPoint, Google Workspace, Canva, Adobe, ChemDraw

Spoken Languages: Fluent in Spanish & German

RESEARCH EXPERIENCE

Berkeley Lab **June 2023 - August 2023**
Research Analyst **Berkeley, CA**

- Synthesized supramolecular metalloporphyrin catalysts assembled at materials interfaces for electrochemical nitrogen fixation
- Presented findings to a research lab group of 20

Chemical Technologies **May 2022 - August 2022**
Process Chemistry Intern **Newark, NJ**

- Proposed and developed new synthetic route to a biologically active molecule
- Assisted Senior Scientists with optimization studies on a biocatalytic reaction

Children's Hospital **May 2021 - August 2021**
Pediatric Research Center Intern **Philadelphia, PA**

- Applied stereological techniques to study the effects of exercise and drugs on the brainstems of cerebral palsy mice in order to assess the validity of a mouse model
- Assisted graduate students with daily care of lab animals

LEADERSHIP

College of Chemistry Peer Tutoring Center **August 2021 - May 2023**
Lead Tutor **Berkeley, CA**

- Tutored students in undergraduate quantum mechanics, organic chemistry, and inorganic chemistry
- Improved exam performance of over 25 students by at least one letter grade

College of Chemistry Covalent Club **March 2022 - May 2022**
Vice President

- Modeled a ventilation system inside a Martian spacesuit glove to support a graduate group's research proposal
- Led on-campus meetings and facilitated communications between members and other campus organizations

AWARDS

College of Chemistry Summer Research Fellowship **May 2022**
Bay Area Outstanding Young Women in Chemistry Award **May 2021**

Richard Roe

City, State Zip Code | 123-456-7890 | yourname@berkeley.edu | linkedin.com/in/customizeurl

EDUCATION

University of California, Berkeley

2025

Master of Arts in Education

May

San Francisco State University

2018

Bachelor of Arts in Sociology

May

RELEVANT PROFESSIONAL EXPERIENCE

University of California, Berkeley, Berkeley, CA

Present

January 2024 –

Youth Development Specialist/Research Assistant

- Facilitate activities for groups of 20-25 students ages 14-18 to develop self-efficacy and confidence in 2-3 East Bay schools
- Collaborate with program director and 5 specialists to gather quantitative and qualitative data, conduct literature reviews, and perform assessments to evaluate program effectiveness
- Code qualitative data from student insights in SPSS and determine themes in student experiences and reported findings to program director
- Plan activities, share insights, and discuss challenges with program staff during weekly meetings

East Bay Youth Services, Oakland, CA

2024

August 2021 – May

Program Coordinator

- Engaged with 20-25 high school students in groups to discuss college and career preparation topics such as major and career exploration, college applications, and scholarship research
- Hosted workshops for 40-50 parents to educate them about the college application process and financial resources to support higher education
- Partnered with schools administrators to coordinate logistics to implement workshops
- Collected survey feedback via Google Form to assess student and parent needs and satisfaction with workshops

San Francisco State University, San Francisco, CA

– July 2021

June 2018

Program Coordinator, Office of Research and Sponsored Programs

- Collaborated with program directors and faculty to implement events, including orientation week activities, reaching 25-50 students per event
- Managed budget for student activities using Microsoft Excel and generated monthly budget reports for program directors
- Created and analyzed student experience surveys using Qualtrics and communicated key trends to program directors each quarter
- Designed graphics using Canva to promote co-curricular activities through email campaigns, achieving an open rate of 75%

ADDITIONAL WORK EXPERIENCE

San Francisco State University, San Francisco, CA

May 2018

August 2016 –

Program Assistant, Department of Sociology

- Liaised with academic advisors and Career Services to plan and implement career workshops and alumni and employer panels to expose students to career paths for Sociology majors
- Developed marketing materials including flyers and social media posts using Canva to promote events, increasing social media engagement by 20%

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), SPSS, Qualtrics, Canva
- Bilingual in Spanish and English

IAN HANSSON

PROFILE

Enthusiastic and creative graphic designer with a passion for translating ideas into visually compelling designs. With experience in both print and digital mediums, I thrive on bringing concepts to life through innovative and impactful designs.

Adatum Corporation

20XX-PRESENT

Developed and evolved brand identities, crafted compelling collateral, oversaw end-to-end project lifecycles, consistently met tight deadlines, contributed to award-winning projects, and mentored junior designers.

Proseware, Inc.

20XX-20XX

Actively participated in the development and evolution of brand identities, was involved in various stages of project lifecycles, and contributed to projects that received awards.

Relecloud

20XX-20XX


As an intern I actively learned and contributed to the creative process which allowed me to gain valuable insights into the industry and enhance my skills under the guidance of experienced professionals.


Graphic Designer

UI/UX Engineer

Developer

CONTACT

 816-555-0146

 ian_hansson

 hansson@example.com

 www.example.com

- Design software
- Typography
- UI/UX design
- Print design
- Project management
- Creative problem solving
- Communication skills

20XX-20XX

Master of Fine Arts, Graphic Design

Jasper University

20XX-20XX

Bachelor of Arts, Graphic Design

Janna Gardner

4567 Main Street, Chicago, Illinois 98052 • (716) 555-0100 • janna@example.com

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

Experience

20XX – PRESENT

Human Resources Generalist | Lamna Healthcare Company | Chicago, Illinois

Review, update, and revise company hiring practices, vacation, and other human resources policies to ensure compliance with OSHA and all local, state, and federal labor regulations. By creating and maintaining a positive and responsive work environment, we raised employee retention rates by over 10% to achieve a greater than 90% employee retention over a 2-year period. Developed recruitment programs to successfully increase minority recruitment and meet affirmative action requirements. Led development team to build and deploy a dedicated recruitment website which reduced year-over-year recruitment costs by 14%.

JUNE 20XX – AUGUST 20XX

Human Resources Intern | Wholeness Healthcare | Boomtown, Ohio

Assisted in recruitment outreach to prospective employees. Organized and conducted several seminars for hospital employees to educate and update them regarding available employment benefit options. Arranged hospital-wide guest speakers symposia to educate management about new employment laws and workplace confidence and morale building techniques. Administrative tasks.

Skills

Type 96 words per minute • Proficient with project management software • Team player • Excellent time management skills • Conflict management • Public speaking • Data analytics

Education

MAY 20XX

Bachelor of Arts Human Resources Management | Jasper University | Ft. Lauderdale, FL

3.8 GPA • Member of university's Honor Society

Activities

Literature • Environmental conservation • Art • Yoga • Skiing • Travel

May Riley

4567 Main Street, Buffalo, New York 98052 | (716) 555-0100 | m.riley@live.com | www.linkedin.com/in/m.riley

Profile

Friendly and engaging team player and leader able to inspire staff to perform their best. Detail oriented and experienced restaurant manager passionate about food and beverages. A multi-tasker who excels at staff training and recruiting with a track record of inspiring great customer service and customer satisfaction. Regularly exceed sales goals. A master in the art of upselling.

Experience

RESTAURANT MANAGER | CONTOSO BAR AND GRILL | SEPTEMBER 20XX – PRESENT

Recruit, hire, train, and coach over 30 staff members on customer service skills, food & beverage knowledge, sales, and health & safety standards.

Reduced costs by 7% through controls on overtime, operational efficiencies, and reduced waste.

Consistently exceed monthly sales goals by a minimum of 10% by training FOH staff on upselling techniques and by creating a featured food and beverage program.

RESTAURANT MANAGER | FOURTH COFFEE BISTRO | JUNE 20XX – AUGUST 20XX

Created a cross-training program ensuring FOH staff members were able to perform confidently and effectively in all positions.

Grew customer based and increased restaurant social media accounts by 19% through interactive promotions, engaging postings, and contests.

Created and implemented staff health and safety standards compliance training program, achieving a score of 99% from the Board of Health.

Successfully redesigned existing inventory system, ordering and food storage practices, resulting in a 6% decrease in food waste and higher net profits.

Education

B.S. IN BUSINESS ADMINISTRATION | JUNE 20XX | BIGTOWN COLLEGE, CHICAGO, ILLINOIS

A.A. IN HOSPITALITY MANAGEMENT | JUNE 20XX | BIGTOWN COLLEGE, CHICAGO, ILLINOIS

Skills & Abilities

Accounting & Budgeting

Poised under pressure

Proficient with POS systems

Experienced in most restaurant positions

Excellent interpersonal and communication skills

Fun and energetic

Activities and Interests

Theater, environmental conservation, art, hiking, skiing, travel



Kristi
Laar

registered nurse

CONTACT

111 1st Avenue
Redmond, WA 65432
909.555.0100
kristi@example.com
www.interestingsite.com

Education

Bellows College | Madison, WI

Bachelors of Science in Nursing

Relevant coursework: Anatomy and physiology, pharmacology, nursing ethics, and patient care management.

Communication

I have received several awards for my outstanding communication skills, including recognition for providing exceptional patient education and counseling.

Experience

November 20XX–October 20XX

Registered Nurse | Pediatrics | Wholeness Healthcare

December 20XX–November 20XX

Registered Nurse | General Practice | Wholeness Healthcare

September 20XX–August 20XX

Registered Nurse | General Practice | Tyler Stein MD

I have a proven track record of delivering high-quality care while maintaining patient safety and satisfaction

Leadership

I received the "Outstanding Nursing Student" award during my time in nursing school, and I have been recognized for my contributions to patient safety and satisfaction in my current role.

References

[Available upon request]

Tonnie Thomsen

OBJECTIVE

My primary objective is to provide a safe and nurturing learning environment that encourages student growth and development. I aim to facilitate engaging and challenging instruction that fosters a love for learning, critical thinking, and problem-solving skills.

REFERENCES

Available upon request.

ADDRESS

987 6th Ave
Santa Fe, NM 76543
USA

PHONE

706.555.0123

EMAIL

tonnie@example.com

WEBSITE

www.interestingsite.com

EXPERIENCE

JAN 20XX - AUG 20XX

Teacher | Balsam Elementary School | Santa Fe, NM

OCT 20XX - MAY 20XX

Teacher's Aide | Balsam Elementary School | Santa Fe, NM

SEP 20XX - JUN 20XX

Teacher's Aide | Balsam Elementary School | Santa Fe, NM

Key responsibilities: planning and delivering effective instruction across various subjects and grade levels, assessing and monitoring student progress, and providing individualized support and intervention as needed.

EDUCATION

Bellows College | Santa Fe, NM

Bachelor's Degree in Elementary Education

COMMUNICATION

Collaborating with colleagues, parents, and community members to support student learning and achievement is an essential responsibility of an elementary school teacher.

LEADERSHIP

As a teacher, I maintain a positive classroom environment that promotes student engagement, behavior management, and social emotional development.

4567 Main Street // Metropolis, NY 98052 // (716) 555 - 0100 // sonu@example.com

PROFILE

Collaborative, strategic, and solutions-oriented personal care industry attorney and regulatory affairs professional at dynamic cosmetics company marketing color cosmetics, OTC/sunscreen, and nutritional supplements in the U.S. & internationally. Provide legal and business support to executive, marketing, product development, & sales teams. Manage domestic & international regulatory compliance.

EXPERIENCE

MANAGER REGULATORY AFFAIRS
Contoso // Metropolis, New York // 20XX - Present
Research and advise on cosmetics industry topics including product safety, environmental and social awareness issues such as ingredient sustainability, GMOs, micro-plastics, and natural positioning.

ACHIEVEMENTS + HIGHLIGHTS

- Contract review and negotiation.** Review and negotiate business agreements, including multi-channel distribution, manufacturing, software and service, IP and licensing.
- Marketing claims and packaging review.** Review and advise management and employees on product and brand marketing and advertising claims in print and digital/social and propose solutions as required, based on legal compliance, industry practice, and risk level.
- Provide leadership and expertise** on all aspects of product regulatory compliance to ensure that products are successfully introduced and maintained domestically and globally pursuant to regulations. Ensure compliance and coordinate and oversee work of EU Safety Assessor.

- **Good manufacturing practices.** Advise on and implement FDA cGMPs for relevant products.
- **Continued education** re Regulatory Compliance, Ingredient Safety, & Social Awareness Concerns.
- **Legislation and lobbying.** Represent company in lobbying before state legislators.
- **Third party certification.** Advise and coordinate third party certifications.

ASSOCIATE ATTORNEY

Contoso // Metropolis, New York // 20XX - 20XX

Negotiated real estate transactions, financing and real property title and zoning issues. Drafted commercial and residential purchase and sales contracts and leases. Real estate closings. Formed limited liability companies.

EDUCATION

JURIS DOCTOR

Impressive School of Law // Metropolis, New York // 20XX

Editor at Law Journal, 20XX

BACHELOR OF ARTS

Bellows College // Metropolis, New York // 20XX

SKILLS + INTERESTS

Legal research // Westlaw // Lexis/Nexis // Research // Reading
// Environmental conservation // Art // Yoga // Travel // Fluent
in German



DIAN NUGRAHA

EXPERIENCE

Dec 20XX–Jan 20XX

Office Manager • Northwind Traders

Feb 20XX–Dec 20XX

Administrative Assistant • Wide World Importers

Mar 20XX–Feb 20XX

Office Intern • Olson Harris, Ltd.

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

EDUCATION

Bellows College, Berkeley, CA

- Bachelor of Science in Business Administration, 20XX

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.

Danielle Brasseur

502.555.0102

danielle@example.com

San Francisco, CA

Objective

To obtain a challenging position as a server in a fine dining establishment where my skills and experience can be utilized to provide exceptional dining experiences for guests.

Education

Mount Flores College

Bachelor's Degree
Hospitality Management
May 20XX

Awards & acknowledgments

Consistently received positive feedback from guests, resulting in repeat business and increased revenue for the restaurant.

Successfully completed training in wine knowledge and service, as well as proper dining etiquette and service techniques.

Experience

Fine Dining Server

Isère Restaurant | San Francisco, CA
January 20XX – December 20XX

- Provided exemplary service to guests in a high-end restaurant setting, including recommending wine pairings and making menu suggestions
- Maintained knowledge of seasonal menus and specials, as well as dietary restrictions and preferences of guests

Lead Server

Le Bel Escargot | San Francisco, CA
June 20XX – January 20XX

- Assisted in opening and closing duties, including setting up and breaking down tables, managing reservations, and cash handling
- Demonstrated attention to detail in accurately taking and delivering orders, including communicating with guests to ensure their satisfaction