**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 |

1 – 16 of 16

**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**

* (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

**Title Start Date - End Date**

**Company Name, Location**

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**Title Start Date - End Date**

**Company Name, Location**

* (Action verb) + what you did (more detail) + reason, outcome or quantified results
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* (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 CitiesMinneapolis, 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 Minneapolis, Minnesota

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

**Minor in Psychology**

GPA 3.32/4.0

**Study Abroad**  Toledo, Spain

Study & Intern in Toledo January 2018 - May 2018

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 Minneapolis, Minnesota

* 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 Ramsey County, Minnesota

* 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 Saint Louis Park, Minnesota

* 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](mailto:youremail@berkeley.edu) • + 1 (000) 000-0000

**EDUCATION**

**UNIVERSITY OF CALIFORNIA, BERKELEY Berkeley, CA**

***Bachelor of Arts: Major in English, Minor in Rhetoric* 2021-2025 (anticipated)**

**Relevant Coursework**

**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 andcitation (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** 2022-2023

* 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** 2021-2022

* 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, CA2022-Present

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

*Coordinator* **- UC Berkeley Paws for Mental Health** 2021-2022

* 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 2018-2020

* 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](mailto: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 AnalystBerkeley, 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 InternPhiladelphia*,* 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 TutorBerkeley, 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

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

**University of California, Berkeley** May 2025

Master of Arts in Education

**San Francisco State University** May 2018

Bachelor of Arts in Sociology

**RELEVANT PROFESSIONAL EXPERIENCE**

**University of California, Berkeley, Berkeley, CA** January 2024 – Present

*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** August 2021 – May 2024

*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** June 2018 – July 2021

*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** August 2016 – May 2018

*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

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| --- | --- | --- | --- | --- |
| IAN  HANSSON |  |  | Graphic Designer | |
|  |  | **UI/UX Engineer** | |
|  |  | Developer | |
| PROFILE |  |  | CONTACT | |
| 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. |  |  | Phone icon | 816-555-0146 |
| Message icon | ian\_hansson |
| Email icon | hansson@example.com |
| Earth icon | www.example.com |
| EXPERIENCE |  |  | SKILLS | |
| **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. |  |  | * Design software * Typography * UI/UX design * Print design * Project management * Creative problem solving * Communication skills | |
| **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. |  |  |
|  | EDUCATION | |
| **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 Design Institute**  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  Proficient with POS systems  Excellent interpersonal and communication skills | Poised under pressure  Experienced in most restaurant positions  Fun and energetic |

**Activities and Interests**

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

|  |  |
| --- | --- |
| Decorative | kristi  laar registered nurse |
| CONTACT 111 1st Avenue  Redmond, WA 65432  909.555.0100  kristi@example.com  www.interestingsite.com Communication I have received several awards for my outstanding communication skills, including recognition for providing exceptional patient education and counseling. 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. | EducationBellows College | Madison, WI Bachelors of Science in Nursing  Relevant coursework: Anatomy and physiology, pharmacology, nursing ethics, and patient care management. ExperienceNovember 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 References [Available upon request] |

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| * **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. | | | |

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| --- | --- | --- | --- | --- |
| * Sonu Jain | | * Manager Regulatory Affairs | | |
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| 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 | | |  |

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|  |  | **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. |

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| **Danielle Brasseur** | | | | | |
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| 502.555.0102 |  | danielle@example.com | |  | San Francisco, CA |
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| **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** | |  | **Experience** | | |
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| **Mount Flores College**  Bachelor's Degree  Hospitality Management  May 20XX | |  | **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 | | |
| **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. | |