

Sample A

Alyssa Yoshimura

avy023@psu.edu

Current Address:

101 Wolf Hall
University Park, Pa 16802
(814) 571-1078

u.s. address

Education

The Pennsylvania State University, The College of Health and Human Development University Park, PA
Major: Human Development and Family Studies Minor: Sociology, Chinese

Skills

- Academic coursework in sociology, psychology, family development and behavioral studies across the lifespan
- Teaching English/Japanese as a second language to children and adults
- Child care
- Necessary skills in the work place such as team work, a strong work ethic, and communication
- Native English speaker, proficient in Japanese and Chinese

**Leadership
and Activities**

Third Culture Kids (TCK)
Founder, Co-President

January 2010-Present

- Began an organization for Third Culture Kids, those who spent their developmental years outside their parent's passport country, at Penn State.

Penn State Ad Campaign
Model

August 2008 – Present

The Shreyer's Honors School
Member

Habitat for Humanity

August 2009-Present

Volunteer; Trip co-leader

Global Leadership Initiative
Member

April 2010-Present

Experience

Active Kids Shanghai
Camp Counselor

Shanghai, China
Summer 2006/ Summer 2007

- Applied significant interpersonal and communication skills both with the children and co-workers
- Gained experience in learning how to interact, communicate with, teach, and discipline young children

Japanese Tutor

Shanghai, China
June 2007 – December 2007

English Time

English Teacher

Shanghai, China
May 2007-August 2008

- Developed knowledge of different types of learning activities, projects, and tasks

Shanghai American School - Summer School

Teacher's Assistant (3rd Grade Literacy Class)

Shanghai, China
Summer 2008

- Learned further skills as to how to effectively communicate with younger children

Shanghai American School - Summer School

Teacher's Assistant (Writing Workshop)

Shanghai, China
Summer 2009

English Tutor

Shanghai, China
Summer 2009

La Petite Academy

Teacher and Care taker

Williamsburg, VA
May 2010 – June 2010

- Took care of children ranging from ages 4months – 10 years of age
- Knowledgeable in necessary care for infants
- Obtained skills in disciplining, teaching, and communicating with children of various ages

Email: [REDACTED]

Sample B

Sex: female

Phone: [REDACTED]

Nationality: Malaysian, Japanese residence

EDUCATION

2002-2004 Foreign International School

2004-2009 Foreign International High School

2010- 2011 American University of Paris (Major in Art /Fashion)

SKILLS

-Computer operation – MS Word, photoshop, Movie editing, program Converter, Alice.org, Networking

-Oral communication and interaction

LANGUAGE(s)

Fluent English / Fluent Malaysian /Fluent Japanese / Half-Fluent Chinese / Beginners French

WORKING EXPERIENCE

June1,2008 – August1,2008

Charity Music Event provider and organizer at [REDACTED] ([REDACTED])

During summer 2008, helped provide and organize charity events / local band events in [REDACTED], California, with the [REDACTED] team. We organized a charity show for the band [REDACTED] at a local coffee house, bringing local Californian customers to come and donate for a cause.

June1,2009 – August1,2009

[REDACTED] Hotel Taiwan – cafeteria waitress / room coordinating assistant

During summer 2009, served and cleaned at the hotel cafeteria during breakfast to lunch hours; in the afternoon worked as a room coordinating assistant. Also helped with additional volunteers in my spare time arranging bed sheets etc. with hotel maids and delivering hotel supplies from location to location.

January 8,2011 – June 1,2011 (to be continued)

Housing adviser for incoming students at American University of Paris

Advising new incoming students to going through school housing or outside agency; that includes answering new students' emails online about their anxiety of housing in a new city, explaining the French housing policies, making appointments with students and taking them to each agencies around school or other arrondissements (areas codes in Paris.) We make sure each student to get a suitable apartment with their budget and conditions.

This resume is made to fulfill one of the requirements you asked for.

Ps. Please contact me via Email. Thank you.

Sample C

Morgane Merlin

Room 3005, Building 5, Xizang nan lu 555 – Shanghai

Tel: 15026794794

morgane.merlin@isit-paris.eu

Nationality: French

Date of birth: 19th October 1989



EDUCATION

June 2007: High school diploma (specialization: sciences).

From 2007: Studies at ISIT, Paris, College for Management, Intercultural Communication and Translation. Objective: Master in Intercultural Management.

WORK EXPERIENCE AND INTERNSHIPS

November 2006: Internship in the graphics agency Fly Designer (Nantes)

July 2007/August 2008: Work in a supermarket as checkout assistant

July and August 2009: Internship in the editorial office of Paris Tribune.fr (online newspaper). Writing of articles and press reviews about Paris news.

July 2010: Internship in Saiveley Transport in Shanghai. Translation of technical documents from French to English.

2010/2011: Teaching of the French language to high school students in Shanghai.

LANGUAGE SKILLS

English: fluent

Language exchanges in Great Britain and the United States (South Carolina and California).

German: fluent

Time spent in Berlin, Dresden and Vienna.

Fall semester 2009: Student exchange program (Erasmus) in Munich.

Chinese: average

2010/2011: Studies of the Chinese language in Fudan University, Shanghai.

Diplomas:

2005: First Certificate in English (Cambridge).

2009: Diploma in Business English of the Franco-British Chamber of Commerce and Industry.

IT SKILLS

Sound working knowledge of Excel and Word.

Sample D

[REDACTED]

Rd. Shanghai, 200444

Mobile no.: [REDACTED]

Email add: [REDACTED]@yahoo.com

POSITION DESIRED: Teaching early childhood

EDUCATIONAL ATTAINMENT:

College:

[REDACTED] Training Center of [REDACTED], [REDACTED], Batangas
Course: Diploma in Caregiver Studies (May 2007 – March 2008)

[REDACTED] Computer Learning Center of [REDACTED], Batangas
Course: CSNT (COMPUTER SYSTEM & NETWORKING)
Major in Computer Technician (June 2003 – March 2005)

[REDACTED] University – [REDACTED]
Course: BSOA (Bachelor of Science Office Administration)
Major in COMPUTER EDUCATION (June 2000 – March 2003)

Secondary:

[REDACTED], Batangas
(June 1996 – March 2000)

Primary

[REDACTED], Batangas
(June 1991 – March 1996)

PERSONAL DATA:

Date of Birth: [REDACTED]

Age: [REDACTED]

years old

Height: [REDACTED]

Sex: [REDACTED]

Religion: [REDACTED]

Language Spoken: [REDACTED]

English and Tagalog

Citizenship : [REDACTED]

AWARDS AND ACHIEVEMENT:

April 2008

AWARD WITH DISTINCTION (CAREGIVER)

[REDACTED] Training Center

May 2007-March 2008

CAREGIVER PRESIDENT

[REDACTED] Training Center

June 2003-March 2005

TECH CLUB COUNCIL

[REDACTED], Batangas

September 2005

PASSED THE EXAMINATIONS SET BY [REDACTED] AND MODERATED BY [REDACTED] EDUCATION UK.

International Advanced Certificate in Computing

Majoring in Computer Technology

QUALIFICATIONS:

I am very capable and ready to work in any office task given to me. I am easy to learn and can work under minimal supervision. And I am able to mingle well with all levels of people and very much willing to share new ideas. I can assist and coordinates well with superiors. I love teaching Childrens. I am a hardworking employee and willing to adapt to a new environment.

I have skill in typing coordination (Data Encoding) and management skills. I am proficient in all operating Systems (OS), Networking & Internet Connections. I am a People Oriented and risk taker.

WORK EXPERIENCE:**September 2008 – April 2011****FREELANCER****Computer Technician and Tutorial**

[REDACTED], Batangas

Duties and Responsibilities:

- Encoding and Maintenance
- Checking & Defragging Computers regularly
- Perform other duties that maybe assigned to me from time to time

March 25, 2008 – June 15, 2008**ON-THE-JOB TRAINING**

[REDACTED]

Laguna

[REDACTED]

Tagaytay

Duties and Responsibilities:

- Taking care of elderly and with special needs
- Cleaning floors through the use of vacuum, sweep. Dust mop, wash, strip, wax, buff, shampoo carpets
- Cleaning and sanitize bathrooms as well as cleaning shower curtains.
- Replacing bedsheets and handling laundry.
- Cleaning male and female toilets.

July 1, 2006 – May 06, 2007**RESERVATION CLERK**

[REDACTED] Golf Club

[REDACTED], Batangas Philippines

Duties and Responsibilities

- In charged to entire hotel room reservations individual and group bookings.
- Coordinate to the front office manager and staff with regards to room reservation details, special request.
- In charged of getting important information of the guest such as address, contact number and date of reservations.
- In charged of giving correct information to the guest with regards to standard check-in and check out time, mode of payments, facilities and services offered by the hotel.
- In charged in sending confirmation letters and contracts.
- Perform other task based on the standard procedure of the hotel management.

June 26, 2005 – July 1, 2006**ROOM ATTENDANT**

[REDACTED] Golf Club

[REDACTED], Batangas Philippines

Duties and Responsibilities:

- Cleaning floors through the use of vacuum, sweep. Dust mop, wash, strip, wax, buff, shampoo carpets
- Cleaning and sanitize bathrooms as well as cleaning shower curtains.

- Replacing bedsheets and handling laundry.
- Moving, dusting/ polishing of furniture, fixtures and woodwork in rooms and public areas.
- Collect and empty trash receptacles and pick up litter within the hotel premises.
- Cleaning male and female toilets.
- Wash windows, walls and trash cans

June 2003 – March 2005

**"EARLY CHILDHOOD TEACHER
& COMPUTER MAINTENANCE**

[REDACTED], Batangas

Duties and Obligations:

- Teaching Pre-school Students(computer lessons and basic in English)
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Establish and enforce rules for behavior, and policies and procedures to maintain order among students.
- Observe and evaluate children's performance, behavior, social development, and physical health.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Prepare children for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
- Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- In-charge in Checking & Defragging Computers regularly

January 25, 2005 – March 30, 2005

**"OJT" ON THE JOB TRAINING
"ENCODER & MAINTENANCE"**

[REDACTED] Law Firm [REDACTED], Batangas

Duties and Obligations:

- Encoding all files
- Coordinating and assisting Guests
- Installing Files and Programs
- Checking, Disk Cleaning and Defragging
- Responsible duties that maybe assigned to me

November 13, 2001 – March 08, 2002

**"OJT" ON THE JOB TRAINING
"ENCODER & SORTER FILES**

**Medical Records Department
[REDACTED] Hospital**

Duties and Obligations:

- Encoding all files (patients records)
- In-charge in Filing and sorting patients record
- Coordinates to the Supervisor when problems occurs.
- Perform other duties that assigned to me

Character Reference available upon request.