

SAMPLE RESUMES

MARY SMITH

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EDUCATION	University of Illinois at Urbana-Champaign <i>Bachelor of Science in Computer Science</i> <ul style="list-style-type: none">Dean's List: Fall 2019, Spring 2020Relevant coursework: Database Systems, Program Verification, Scientific Visualization	May 2021 GPA: 3.67/4.00
EXPERIENCE	Aon Corporation <i>IT Intern</i> <ul style="list-style-type: none">Responded to over 40 employees' requests in order to assist with any computer malfunctioning problemsAided in developing a new software application by utilizing programming skillsContributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate Chicago Marketing Corporation <i>Sales Assistant</i> <ul style="list-style-type: none">Assisted in developing and implementing integrated advertising plans which included newspaper, internet and alternative advertising sourcesPlanned and participated in weekly meetings for a sales staff of over 50 representativesCoordinated an office opening in Springfield, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income Outback Steakhouse <i>Server</i> <ul style="list-style-type: none">Promoted and implemented effective marketing campaigns for specific food itemsTrained 15 new employees by teaching them necessary daily procedures to provide an enjoyable dining experience for guestsProvided quality customer service by responding to customer needs promptly and efficiently	Glenview, IL (remote) June 2020-August 2020 Chicago, IL June 2019-August 2019 Highland Park, IL June 2018-August 2018
ACTIVITIES	Panhellenic Council <i>Greek Recruitment Counselor and Active Member</i> <ul style="list-style-type: none">Receive training in conflict management, decision making, and mentoring in order to effectively supervise 80+ women going through the formal recruitment processPromote and participate in service events raising ~\$15,000 for the Champaign Country CourtAppoint Special Advocates Program and Circle of Sisterhood FoundationElected to scholarship committee in order to oversee chapter's weekly participation in study hours and maintain knowledge about campus tutoring and academic assistance programs Illinois Leadership Center, Leadership Certificate <i>Active Participant</i> <ul style="list-style-type: none">Develop leadership skills in self, organizational and interpersonal settings through experiential learning under the guidance of a Leadership CoachAugment critical insight into intrapersonal and interpersonal skills through innovative leadership retreats/workshops	Champaign, IL August 2019-Present Champaign, IL January 2018-Present
SKILLS	Computer <ul style="list-style-type: none">C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)	