

# SAMPLE RESUMES

## MARY SMITH

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