

Gary Gutenberg

2733 NE 95th Street
Seattle, WA 98105

(206) 555.1212
ggute@u.washington.edu

OBJECTIVE: Information technology internship utilizing my computer systems and programming skills.

SUMMARY OF QUALIFICATIONS:

- 3 years experience in computer lab and network administration
- Demonstrated customer service experience in various settings
- Work well independently and in team projects
- Japanese: fluent reading and listening; basic conversational skills
- Computer Skills: Proficient in C/C++, HTML, HML, Microsoft Office, Windows NT, LAN, web design (<http://students.washington.edu/ggute>)

EDUCATION:

University of Washington, Seattle, WA
BS in Informatics, GPA: 3.5/4.0, June 2006

Coursework includes study of information systems and technology with a human-centered approach: *Informatics Fundamentals, Database Management, Information Retrieval, Information Systems Analysis and Design, Research in Informatics, Compute Networks, Distributed Applications*

Study Abroad: Keio University, Tokyo, Japan, Spring 2001 – Winter 2002
One-year exchange program, resided with host-family

RELATED WORK EXPERIENCE:

Computer Lab Assistant, University of Washington, Winter 2002 to present

- Provide instructional assistance in an ultra-modern computer lab

Network Administrator, Crescent High School, Crescent, WA, 1/97 – 6/99

- Aided teachers and students on proper use of computers
- Worked with administration to help design and maintain school's computer network
- LAN installation and maintenance using Microsoft NT
- Web design (www.crescent.edu)

OTHER WORK EXPERIENCE:

Customer Service Specialist, ComUSA, Seattle, WA, Summer 2002
Shift Leader, Video Update, Seattle, WA, 5/99 – 1/00
Waiter, Family Kitchen, Bothell, WA, Summer 1998

ACTIVITIES AND AWARDS:

Member, *National Society of Collegiate Scholars*, University of Washington, 2002 – present
ASUW *Crime Prevention Committee*, UW, 1999 – 2001
Varsity Football Team, *East Japan Conference Champions*, Keio University, 2001
Valedictorian, Crescent High School, 1999

Applicant Name

Campus Address
425 Grant St.
Bowling Green, OH 43403
419.555.1040
Wright15@bgsu.edu

Objective

To obtain a position as a staff accountant.

Education

B.S. in Accounting, Bowling Green State University Expected May 2001
3.4 cumulative GPA, 3.6 major GPA

A.A.S. in Accounting, Lorain County Community College May 1996
3.7 cumulative GPA, Dean's List all semesters

Relevant Course Work

Financial Accounting	Auditing	Effective Business Writing
Managerial Accounting	Federal Taxation	Speech Communications
Cost Accounting	Corporate Finance	Information Systems

Work Experience

Junior Accountant, Homanick Inc., Akron, Ohio September 2000 - present
Handle monthly journal entries; analyze sales/marketing monthly expenses and sales representatives' gross receipts; create spreadsheets; handle special projects

Accounting Intern, Burry and Associates, Akron, Ohio May – August 2000
Reviewed and corrected accounting entries, assisted with financial planning input and analysis, and generated reports. Accounting corrections revealed nearly \$50,000 in unpaid bills and mislaid funds

Billing Coordinator, Corpora Corp., Elyria, Ohio June 1996 – August 1999
Handled collections on more than 500 past due accounts; reconciled payment discrepancies; resolved client billing and eligibility issues

Crew Leader, Michael's Muffins, Elyria, Ohio June 1994 – May 1996
Supervised crew of seven workers and managed bakery's daily operations

Computer Skills

MS Excel MS Access MS Word MS Powerpoint Windows 2000

Vanessa A. Sanchez

444 Border Collie Lane • Naperville, Illinois 60512 • (630) 555-1212 • v-sanchez@neiu.edu

OBJECTIVE

A management position that requires excellent interpersonal, organizational, and supervisory skills. Would welcome assignments in operations, sales/marketing, customer service, human resources, or related areas.

EDUCATION

Northeastern Illinois University, Chicago, Illinois
Bachelor of Science in Management, May 2008
G.P.A. 3.2/4.0

- Financed 90 percent of education through part-time employment and student loans

PROFESSIONAL PROFILE

Management

- Supervised various youth recreational activities
- Trained new employees in effective sales and direct mail techniques
- Frequently served as store supervisor in the manager's absence

Interpersonal

- Demonstrated effective persuasive skills in retail sales
- Provided excellent customer service by phone and in person
- Resolved customer complaints effectively and efficiently
- Served as new student orientation facilitator and group leader

Organizational

- Provided administrative support in producing all forms of office communications
- Designed and developed a coding system for a university research project
- Organized and recorded data as a research assistant
- Recognized by supervisors as being efficient and detail-oriented

LANGUAGES

Speak, read, and write Spanish/English fluently
Basic conversational ability in Italian

COMPUTER SKILLS

IBM PC and Mac formats, Microsoft Word, Excel, PowerPoint, Printshop, several e-mail formats, and the Internet

EMPLOYMENT HISTORY

Good Luck Rent-A-Car
Customer Service Representative Park Ridge, Illinois
2005 to present

Northeastern Illinois University
Research Assistant Chicago, Illinois
2004 – 2005

Chakotay Gift Emporium, Ltd.
Sales Associate/Cashier La Forge, Illinois
2002 – 2003

Applicant Name

111 Main Street
Charlotte, NC 28212
704.555.5555
[userid@isp.com](mailto:user1d@isp.com)

KEYWORD PROFILE

Sales, Investments, Communication Skills, 4 Years Customer Service Experience, Microsoft Office, Data Base Knowledge, Supervision, Marketing, A.A.S. Accounting, Customer Service Certificate, Internet Applications

OBJECTIVE

To obtain a position as an Investment Customer Representative

EDUCATION

A.A.S., Accounting, December 2005
Central Piedmont Community College, Charlotte, NC, GPA: 3.4

Certificate, Customer Service, August 2005
Central Piedmont Community College, Charlotte, NC, GPA: 3.7

WORK EXPERIENCE

INTERN – Consumer Products

Bank of America, Charlotte, NC, May 2005 to December 2005

- * Assisted with marketing and sales promotions
- * Performed general office duties
- * Answered and directed incoming calls on 18-line switchboard
- * Learned all aspects of consumer products offered by Bank of America
- * Entered and managed information in data base
- * Used Microsoft Office products extensively for business purposes

BENEFIT CONSULTANT

Key Family Qualified Plans, Fort Mill, SC, June 2003 to May 2005

- * Sold and serviced 401K plans, flexible spending accounts, and other payroll deduction plans
- * Received annual customer service award
- * Demonstrated comprehensive knowledge of benefit products
- * Entered and managed information in data base

LAWN AND GARDEN DIVISIONAL SALES MERCHANT

Home Depot, Charlotte, NC, January 2001 to June 2003

- * Increased sales by 20 percent in 2001 to 2002
- * Helped customers locate and choose products for their lawn and garden needs
- * Supervised 7 employees within the division
- * Performed cash reconciliation duties averaging \$40,000 daily
- * Gained extensive product knowledge

REFERENCES AVAILABLE UPON REQUEST

Jane Smith
102 Research Street #6
Hometown, ST 78749
555. 555.2222

Objective

To obtain knowledge of the day-to-day workings of a communications, public relations, or advertising firm or department through a part-time job or summer internship.

Education

Hometown High School.
Graduation date: May 2005.
G.P.A. 3.85. Top 5% of class.

Relevant high school studies

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and web software

Experience

Three years on yearbook staff. Experience taking photographs, designing layout, and writing captions and sidebars

August 2004 – May 2005. Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product

Three years on campus newspaper staff. Researched and gathered information for news articles using library and web sources. Composed and edited informational articles, columns, editorials, and advertising copy

August 2004 – May 2005. Features editor of campus newspaper

Honors, Awards, and Memberships

U.S. Media Association Scholarship recipient

Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies

2004 Best High School Newspaper Design

Central State Regional Communications Contest, sponsored by the Communications Department, State University

President of high school chapter of FCA

Future Communicators of America, 2004 – 2005; member 2003 – present

Treasurer of National Honor Society, (2004 – 2005)

References

Sue Jones, Instructor, technical writing; Director, yearbook staff. Hometown High School. 555.555.3210

Jim Smith, Instructor, debate and video production. Hometown High School. 555. 555.4567

Joe Lyons, Sponsor, Hometown Bear Facts, newspaper. Hometown High School. 555. 555.4555

Jason A. Chism

123 West Glenn Ave • Apt. 45 • Auburn • AL-36832
(555) 555-5555 • ccccc@auburn.edu

EDUCATION

Auburn University; Auburn, AL; 3.86 GPA; May 2008
Bachelor of Arts in History, 4.0 GPA; Bachelor of Arts in Economics, 4.0 GPA
Minor in Political Science, 4.0 GPA

- Financed 100% of costs of education and living

EXPERIENCE

James E. Cox, Attorney at Law; Auburn, AL
Legal Clerk and Assistant; Spring 2006-Present

- Prepare legal documents, including wills, pleadings, discovery, and deeds
- Organize office filing system and calendar
- Maintain office bankruptcy software and records

Chili's Grill and Lounge; Auburn, AL
Server, Trainer, and Line Expediter; Fall 2004-Present

- Train approximately 80% of wait-staff since fall of 2005
- Coordinate employee availabilities and assist in organizing weekly schedule

Auburn University Honors Congress; Auburn University, AL
President; Spring 2007-Present

- Direct and plan activities, meetings, convocations, and social events for the largest student organization on campus

Social Committee Chair; 2005-2007

- Implemented new events for the Congress, including an annual formal Casino Night and football tailgates, doubling student participation

Auburn University College Republicans; Auburn University, AL
Media Relations Coordinator; Spring 2007-Present

- Review content in local and campus media for political significance
- Serve as liaison for organizational events and information

Auburn University Board of Elections; Auburn University, AL
At-large Board Representative; Spring 2007-Present

- Govern Student Governmental elections and the relevant portions of the Code of Laws

HONORS

Phi Alpha Theta, History Honors Society, 2007-Present
Omicron Delta Epsilon, Economics Honors Society, 2006-Present
Pi Lambda Sigma, Auburn University Pre-Law Honor Society, 2005-Present
Lambda Sigma Honor Society, Honor Society of 50 sophomores selected for academic excellence and leadership, 2005-2006

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; Quark Express; Corel WordPerfect Office

Simone Whitman

simwhit@vt.edu

Current Address:

409 Hunt Club Rd. 361
Blacksburg, VA 24060
(540) 951-6570

Permanent Address:

8502 Landmark Dr.
Buchanan, VA 24066
(540) 555-4578

OBJECTIVE	Position as an athletic trainer in a college or university setting
EDUCATION	<p>Bachelor of Science in Human Nutrition, Foods and Exercise, August 2007 Exercise and Health Promotion Option Virginia Polytechnic Institute and State University (Virginia Tech) Blacksburg, Virginia GPA: 3.29</p>
EXPERIENCE	<p>Strength and Facilities Intern, August – December 2006 <i>New Town Fitness,</i> Blacksburg, Virginia</p> <ul style="list-style-type: none"> • Conducted orientation of facility and services for new clients • Designed and implemented weight training programs for beginners • Assisted with organization of health promotion fair <p>Cardio-Pulmonary Intern, Summer 2006 <i>Montgomery Regional Hospital,</i> Blacksburg, Virginia</p> <ul style="list-style-type: none"> • Assisted with exercise stress tests • Monitored patients in the cardiac rehab program • Served as Electrocardiogram (EKG) technician • Assisted with one-hour electroencephalogram (EEG) tests <p>Cardiac Rehabilitation Staff Member, Summer 2005 <i>Cardiac Therapy & Intervention Center, Virginia Tech,</i> Blacksburg, Virginia</p> <ul style="list-style-type: none"> • Assessed blood pressure, heart rate, and body fat • Monitored and assisted clients during rehabilitation program • Assisted with and evaluated Graded Exercise Tests <p>Volunteer Coach, 2004-2005 <i>Virginia Tech Junior Varsity Cheerleading</i></p> <p>Student Athletic Trainer, 2003-2004</p>
CERTIFICATIONS	<p>American Council on Exercise (ACE) Certified Strength Trainer American College of Sports Medicine (ACSM) Exercise Specialist Certification CPR Certified through American Red Cross</p>
OTHER EXPERIENCE & ACTIVITIES	<p>Sales Associate, January 2005 – present, part-time during college Footlocker, Christiansburg, Virginia</p> <ul style="list-style-type: none"> • Demonstrate product knowledge and excellent customer service <p>Vice President for Fundraising, 2005-2006 Exercise Science Student Organization</p> <ul style="list-style-type: none"> • Locate and invite professionals to speak at organization meetings regarding career opportunities and professionalism
COMPUTER SKILLS	Microsoft Word, Excel, PowerPoint, Dreamweaver

Pat E. Walsh

pwalsh@vt.edu

Current Address:
279 Progress Street
Blacksburg, VA 24060
(540) 961-9876

Permanent Address:
428 Logan Circle
Annapolis, MD 20000
(301) 444-5555

- Objective** Position utilizing writing and computer skills; special interests in technical writing and developing training materials for computer use
- Education** **B.S., English with Spanish Minor**, May 2007
15 hours in Computer Science
Virginia Tech, Blacksburg, VA
Major GPA: 3.6/4.0
- Related Courses**
- | | |
|---|---|
| <p>Computer Science:
Computers for Business
Operating System Tools
Introduction to Programming in C
Object-Oriented Software Design
Human Computer Interaction</p> | <p>English / Communication:
Business Writing
Technical Writing
Journalistic Writing
Reporting
Literary Criticism</p> |
|---|---|
- Computer Skills** Languages: C++, JAVA, HTML
Software: MS Word, Excel, PowerPoint, Publisher, Dreamweaver
- Language Skills** Fluent in Spanish
Traveled in Europe; used conversational French
- Technical Experience** **Student Computer Assistant**, Virginia Tech, Blacksburg, VA
September 2005- present (10 hours/week)
- Assist students with computer problems; by phone and in residence halls
 - Trouble shoot hardware and software problems
 - Make recommendations for hardware upgrades
 - Minor installation and repair
- Writing Experience** **Writer / Editor, Collegiate Times**, Virginia Tech Student Newspaper, 2003-2006
- Editor of Events Page, 2006 – present.
 - Wrote articles on campus topics weekly
 - Wrote book reviews
 - Scheduled interviews with visiting personalities, campus leaders and members of the university administration; arrange photo shoots
- Activities & Awards** New River Valley Cycling Club, 2004-present
Habitat for Humanity Volunteer, 2005-present
Special Olympics Volunteer, 2004, 2005, 2006
Dean's List, last 4 completed semesters: Fall 2004 – Spring 2006