

Sample Resume # 1

Thomas Santiago
2456 MacArthur Blvd.
Manchester, NJ 05258
236-555-9000
tsantiago@ramapo.edu

OBJECTIVE To obtain a position as a legislative assistant

SUMMARY OF QUALIFICATIONS

Intelligent, motivated, and personable individual seeks a full-time career opportunity that utilizes extensive academic and pre-professional experience while employing excellent research, writing, and presentation skills.

EDUCATION Ramapo College of New Jersey, Mahwah, New Jersey
Candidate for Bachelor of Arts degree, May 2009
Major: Political Science GPA 3.7/ 4.0

HONORS AND AWARDS

Ramapo College Dean's List, Academic Excellence, Spring 2007- present
Omicron Delta Kappa Honor Society, Leadership Honors, May 5, 2008
Francis J. Dwyer Memorial Scholarship, Academic Excellence/Community Service, April 24, 2007

RELEVANT COURSEWORK

| | | |
|-------------------------------|---------------------------|--------------------------|
| Senior Seminar: Election Year | Political Science Seminar | Critical Thinking |
| Business & Society | Public Policy | State & Local Government |

ASSOCIATED RESEARCH PROJECTS

"Political Chess: Nationalizing the District Method as the Standard for the Electoral College" 2008
"Enemies of State: A European Political Spectrum from the French Revolution to Nazi Germany" 2007

COMPUTER SKILLS

Proficient in Microsoft Windows, Word, Excel, PowerPoint, and Internet; Experienced with IBM PCs

RELATED EXPERIENCE

Office of State Senator Joseph Kyrillos, Jr., Middletown, New Jersey
Legislative Intern April 2008-present

- Advise constituent callers on governmental services and political issues
- Implement a computer-based library information system
- Expedite recognition letter for high school graduates within the district

OTHER WORK EXPERIENCE

Trivett's Sunoco, Atlantic Highlands, New Jersey
Service Station Manager June 2006-September 2007

- Supervised daily operations of automotive service station and provided customer service
- Maintained up-to-date records of all customer repair orders, billed services, and inventory prices
- Scheduled automotive service repair appointments and performed mechanical services

VOLUNTEER SERVICE

Atlantic Highlands Fire Department, Atlantic Highlands, New Jersey
Volunteer Firefighter September 2007-present

- Provide fire protection for residents and their property
- Special Certifications: Haz-Mat First Responder; WMD Emergency De-con
- Top 10 Call Club Award (Ranked #5 for total alarm calls responded to in 2007), January 26, 2008

Saint Agnes Catholic Youth Organization, Atlantic Highlands, New Jersey
Adult Advisor/ Peer Counselor September 2007-present

- Offer counseling services to members and organize weekly meetings
- Louis Della Penna Award (Excellence in Community Service), May 20, 2008

PROFESSIONAL AFFILIATIONS

American Academy of Political and Social Science, February 2007-present
American Political Science Association, April 2007-present

Sample Resume #2 –Scannable Resume

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2456 MacArthur Blvd.
Manchester, NJ 05258
236-555-9000, tsantiago@ramapo.edu

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To obtain a position as a legislative assistant

SUMMARY OF QUALIFICATIONS

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EDUCATION

Ramapo College of New Jersey, Mahwah, New Jersey, GPA 3.7/ 4.0
Candidate for Bachelor of Arts degree Major: Political Science, May 2009

HONORS AND AWARDS

Ramapo College Dean's List, Academic Excellence, Spring 2007- Present
Omicron Delta Kappa Honor Society, Leadership Honors, May 5, 2008
Francis J. Dwyer Memorial Scholarship, Academic Excellence & Community Service, April 24, 2007

RELEVANT COURSEWORK

Senior Seminar: Election Year, Political Science Seminar, Critical Thinking
Business & Society, Public Policy, State & Local Government

ASSOCIATED RESEARCH PROJECTS

"Political Chess: Nationalizing the District Method as the Standard for the Electoral College", 2008
"Enemies of State: A European Political Spectrum from the French Revolution to Nazi Germany", 2007

COMPUTER SKILLS

Proficient in Microsoft Windows, Word, Excel, PowerPoint, and Internet; Experienced with IBM PCs

RELATED EXPERIENCE

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Legislative Intern
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Offer counseling services to members and organize weekly meetings
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PROFESSIONAL AFFILIATIONS

American Academy of Political and Social Science, Feb 2007-present
American Political Science Association, April 2007-present

Sample Resume # 3

Keisha McCabe
22 Madison Ave.
Holmdel, NJ 08908
973-555-8999
keisha.mccabe@hotmail.net

- Objective** To obtain an entry level position in human resources
- Education** Candidate for Bachelor of Science degree, May 2009
Ramapo College of New Jersey, Mahwah, New Jersey
Major: Business Administration Minor: Spanish
Concentration: Management GPA: 3.3/4.0
- Computer Skills** HRIS (Human Resource Information Systems), Microsoft Excel, Word, PowerPoint and Access
- Related Work Experience** **Panasonic Consumer Electronics Company**, Secaucus, New Jersey
Cooperative Education Intern, Human Resource Department, Sept 2007 to May 2008
- Created organizational flow charts for PCEC structure utilizing PowerPoint program
 - Revised the PCEC structural charts on an annual basis
 - Reviewed all employee I-9 compliance forms for audit purposes
 - Accessed HRIS database to confirm job status and analysis of designated employees
 - Processed and sorted appraisals for 1800 employees and created an Excel spreadsheet to input appraisal scores
- Other Work Experience** **Panasonic Consumer Electronics Company**, Secaucus, New Jersey
Cooperative Education Intern, Home Appliance Department, Summer 2007
- Updated existing models in the SAP systems utilizing Excel program
 - Created marketing presentations integrating annual sales reports to assess product viability
- Bed, Bath, and Beyond**, Ramsey, New Jersey
Sales Associate, Sept 2006 to Aug 2007
- Provided customer service; processed returns and exchanges; cashier responsibilities
- Ramapo College of New Jersey**, Mahwah, New Jersey
Student Aide, Educational Opportunity Fund Program, Sept 2005 to Aug 2006
- Scheduled trips and events; provided office support
 - Assisted first year students with the EOF orientation process
- Extracurricular Activities** Student Government Representative (2006-07), Organization of Latino Unity (2005-06),
First Year Orientation Leader (2006), Culture Club (2006)
- Volunteer** Wheelchair Basketball Tournament (2008) and AIDS Awareness Week (2007)
- Professional Affiliation** Society for Human Resources Management (SHRM), Oct 2007 to Present
Garden State SHRM Annual Conference, May 2008
- Participated as a student volunteer responsible for keynote speaker presentation slides

Sample Resume # 4

Duke Marshall
45 Airmont Lane
Mahwah, NJ 07430
dmarshall@ramapo.edu
201.555.2131

OBJECTIVE To obtain an entry level management position

EDUCATION

Ramapo College of New Jersey, Mahwah, NJ
Candidate for Bachelor of Arts May, 2009
Major: Economics GPA 3.8/4.0
National Dean's List, Presidential Scholarship, Honors Program

WORK EXPERIENCE

BANK ONE CORPORATION, New York, NY **Summer 2008**

Retail Banking Intern/UNCF Corporate Scholar

- Discovered and rectified errors in several Banking Center P&L variance reports, saving the corporation an excess of \$30,000 per year
- Successfully combined capital markets, commercial real estate, media relations, and Arizona state government resources in the preparation of a bond proposal valuing more than \$20 million
- Prepared and facilitated 2 successful Banking Center Manager Computer Training Classes, adding to the efficiency of bank managers
- Learned the retail banking business through observations of banking center activity, mystery shopping, and continued support in competitor and financial analysis
- Developed methodology for Telephone Mystery Shops and assumed full responsibility for the production of written results from internal and external mystery shops, supporting the Western Region's quality control

RAYTHEON SYSTEMS COMPANY, New York, NY **Summer 2007**

Supply Chain Assistant

- Designed and executed an intern program to be implemented every summer, to increase company outreach and growth
- Learned procurement process and used knowledge to design the site's first manual for online procurements, contributing to departments' efficiency
- Provided support in price analysis and obtained quotations for several proposals for future international contracts with a combined value in excess of \$10 million
- Managed procurements with value below \$10,000, helping to eliminate delinquencies in purchase orders
- Conducted inventory of property with value in excess of \$1 million which helped the success of a government audit

LINVOL G. HENRY CPA, Franklin Lakes, NJ **September 2005 – April 2006**

Accounting Clerk

- Assisted with maintenance of financial records for 3 corporations with combined assets in excess of \$36 million
- Utilized computer skills to maintain ledger accounts and cash disbursements, reconciled bank accounts and produced financial statements
- Preparation of tax forms for several clients

COMMUNITY SERVICE

- **CENTER FOR RESEARCH ON THE EDUCATION OF STUDENTS PLACED AT RISK (CRESPAR)**, Ridgewood, NJ **September 2007-present**
3rd Grade Tutor
 - Utilized asset-based approach to instruction
 - assisted in the implementation of academic support activities
 - Demonstrated flexibility and creativity in approach to implementing academic support activities

Sample Resume # 5

MARTHA REYNOLDS

13 Rolling Ridge • Basking Ridge, NJ 08888 • 973-314-2783 • martha_reynolds@optonline.net

Dedicated, goal oriented, energetic individual with passionate interest in film and television production. Motivated self-starter with strong leadership abilities and a positive attitude.

EDUCATION

RAMAPO COLLEGE OF NEW JERSEY Mahwah, New Jersey
Candidate for Bachelor of Arts degree August 2009
Concentration in Television Production Major GPA 3.6/ Overall GPA 3.2

SKILLS

- Proficient Final Cut Pro, After Effects, Pro Tools, Adobe Photoshop, I Movie, PC and Mac, MS Word, Excel, PowerPoint
- Solid creative, organizational, and presentational abilities

WORK EXPERIENCE

MOVING IMAGES New York, New York
Client Services March 2008 to Present

- Attend to all clients' needs during their post-production experience at Moving Images.
- Oversee petty cash for office.
- Answer and transfer phone calls, deliver messages when sitting in for the receptionist.

LAST CALL WITH CARSON DALY-NBC New York, New York
NBC's New Years Eve Special December 31, 2007
Audience Production Assistant

- Helped coordinate the audience for NBC's New Years Eve Special.
- Checked in audience members and distributed tickets and gift bag vouchers.

Control Room Intern Fall 2007

- Aided the assistant directors and production assistants in the control room
- Distributed and revised final copies of scripts, rundown, and questions prior to tapings.
- Delivered tapes to editors for modification of the opening titles for the show.
- Observed the staff's varied duties in the control room during the show.
- Photocopied scripts and rundowns, answered and transferred phone calls, delivered messages.

Edit Room Intern Summer 2007

- Assisted the production assistants and assistant directors during the editing process.
- Ran tapes to the executive producer for screening.
- Picked up tapes after logging and return to assistant director.
- Helped screen edited pieces for any additional errors.

CABLEVISION Oakland, New Jersey
Production Assistant Intern Spring 2005

- Assisted on commercial shoots with camera and lighting set up.
- Secured signatures on talent release forms.
- Reviewed and learned technical skills during the editing process on Avid equipment.
- Selected appropriate music for commercials.
- Logged in footage and was responsible for dubbing Beta and VHS tapes.

LEADERSHIP

Theta Phi Alpha Sorority Spring 2006 – present
President (Sept. 2007 – May 2008); Treasurer (Sept. 2006 – May 2007); Standards Board (May – December 2006); Philanthropy Chair (December 2006 - May 2007)
Order of Omega (Greek Honor Society) December 2006 – December 2007
Theta Phi Alpha Sorority Board Chairman Financial Advisor (April 2007 – Present)

INTERESTS

Television production, photography, audio and visual technology, art, tennis and travel

Sample Resume # 6

Sharon Powell

3B Highview Lane • Camden, NJ 02366
732-555-6988 • spowell@ramapo.edu

OBJECTIVE: To obtain a network administrator position

| | |
|------------------------------|--|
| Mathematical Skills | Calculus I & II, Multivariable Calculus, Probability, Linear Algebra, Analysis |
| Programming Languages | C, C++, Java, C#, Visual Basic, STL, MFC, Prolog, Lisp, Win32 Programming, PHP |
| Databases | MySQL, MS Access, Oracle 9i |
| Operating Systems | Windows (98, 00, XP), Linux (Red Hat Fedora) |
| Tools | Microsoft Visual Studio.Net/6.0, Emacs, Geometer's Sketchpad, Mathematica 5 |
| Office Applications | MS Word, MS Excel, MS PowerPoint, MS FrontPage, Open Office 1.0 |
| Web Applications | HTML/DHTML, Photoshop 7.0, ImageReady7.0, DreamWeaver MX, Fireworks 4.0 |
| Business Applications | Goldmine 6.0, ACT 6.0, QuickBooks 6.0 |

EDUCATION: Ramapo College of New Jersey - Mahwah, New Jersey
Candidate for Bachelor of Science degree, August 2009
Majors: Mathematics (GPA 3.9/4.0) and Computer Science (GPA 3.7/4.0) / Overall GPA 3.8/4.0
Awarded Presidential Scholarship by Ramapo College of N.J. Fall 2006 to present

EXPERIENCE:

Private Industry Council of Rockland County Inc., NY, September 2006 to present

- Assist the Executive Director in evaluation of system resources and program development.
- Administer Windows and Linux Systems and integrate databases.
- Configure router and TCP/IP, Samba, PHP, Apache and MySQL.
- Design and maintain images for staff and partner company workstations.
- Install routine network software and hardware and replacement of network and workstation components.
- Provide client site support and conduct workshops for partner company clients.
- Provide back-up support to Network Administrator for implementing modifications to existing technology.

Ramapo College of NJ School of Theoretical and Applied Science, January 2006-December 2007

Math and Computer Science SI Leader, September 2006 to December 2007

- Conducted supplemental instruction sessions in Advanced Calculus, Probability, Statistics and CS courses.

Physics Lab Coordinator, January to May 2006

- Maintained Physics department server and website (Database based on PHP and SQL).

Ramapo College of NJ Computing and Information Systems, Summers 2006, 2007

Resnet Support

- Resolved client TCP/IP, LAN related problems.
- Installed and wired Cisco switches; supplied dormitories with Internet access.
- Configured the network and implemented cable management techniques.

KCI, Inc. Mahwah, NJ, January to May 2006

Intern - Systems Engineering Business Unit

- Performed trend and variance analysis to develop budgets and forecasting tools.
- Analyzed financial data of competitors to assist Vice-President in finalizing sales decisions.
- Researched procurement reports to identify business leads using printed and online resources.
- Established and pursued business relationships with potential clients to solicit sales contracts.
- Integrated software and implemented Goldmine, MySQL and QuickBooks software.
- Maintained MySQL server.

PROJECTS: Carpenter Environmental Associates, Mahwah, NJ, Fall 2007

Database system (project status tracking software) implemented with Visual Basic at front-end and Access at back-end.

RESEARCH: Constraint Satisfaction Techniques, Spring 2009

Supervisor: Dr. Amruth Kumar, Professor of Computer Science, Ramapo College of NJ

Sample Resume # 7

Kayla Rodriguez
17 Maple Ave.
Rutherford, NJ 07070
Home Phone: (201) 555-5881
E-mail: krodri@yahoo.com

OBJECTIVE: To obtain a position in publishing.

EDUCATION: Ramapo College of New Jersey, Mahwah, New Jersey
Candidate for Bachelor of Arts, January 2009
Major: Literature Minor: Spanish

SKILLS: Microsoft Word, Excel, PowerPoint, Microsoft Publisher, Dreamweaver
Read, write, and speak Spanish fluently

EXPERIENCE:

6/08- present

Hudson United Bank, Mahwah, NJ

Merchant Services Representative

- Assist merchants with questions on promotional plans for financing
- Advise merchants on what financial plans were best for their customers
- Compose reports for Vice Presidents and Account Executives
- Assist customers with billing questions (both English and Spanish speaking customers)
- Mail letters to customers concerning their account
- Help test and edit customer service website

2/07-6/08

Saint Anthony's School, Hawthorne, NJ

Visual and Performing Arts Teacher

- Taught grades K-8
- Created lesson plans for each grade
- Helped students develop drawing ability
- Allowed children to explore different types of art, both traditional and abstract
- Taught students different drawing techniques when using water colors, pastel paint, pastel chalk, finger paint, and color pencils

8/06 – 8/07

Ramapo College of New Jersey, Student Development Center, Mahwah, NJ

Student Activities Program Coordinator

- Proofread all promotional literature
- Co-Chair for Latino Heritage Month Committee
- Helped plan and over saw over 40 activities
- Edited monthly calendars and all promotional literature
- Coordinated, supervised, and evaluated, activities for over 2,200 campus residents
- Event planning liaison for over 40 student club organizations
- Handled logistical details for events including contracts, budget, setting up and supervision
- Advised over 40 different student organizations and clubs how to plan and advertise successful events
- Maintained records of attendance to students activities for over 1,000 events

12/05 to 10/06

Fortunoff, Paramus Park Mall, Paramus, NJ

Sales Associate

- Involved in inventory control
- Sales associate for jewelry department with sales of \$30,000 a week
- Cashier for jewelry department utilizing in house software
- Involved with vendors with reference to inquiries regarding customers' special requests

PROFESSIONAL

AFFILIATIONS

1/08- Present

Toastmasters International, Ramsey, NJ

Toastmaster-Communication & Leadership Training

- Prepare and present speeches to inform and persuade
- Study and practice communication and leadership skills