

# Sample Resumes

## MARY SMITH

*Permanent Address:* 2010 First Street Chicago, IL 60606

*Campus Address:* 4004 Helix Lane Urbana, IL 61801

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### EDUCATION

#### **University of Illinois at Urbana-Champaign**

*Bachelor of Science in Computer Science*

- Dean's List: Fall 2014, Spring 2015
- Relevant coursework: Database Systems, Program Verification, Scientific Visualization

May 2017

GPA: 3.67/4.00

### EXPERIENCE

#### **Aon Corporation**

*IT Intern*

- Responded to over 40 employees' requests in order to assist with any computer malfunctioning problems
- Aided in developing a new software application utilizing programming skills
- Contributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate

Glenview, IL

June 2015-August 2015

#### **Chicago Marketing Corporation**

*Sales Assistant*

- Assisted in developing and implementing integrated advertising plans which included newspaper, internet, and alternative advertising sources
- Planned and participated in weekly meetings for a sales staff of over 50 representatives
- Coordinated an office opening in Springfield, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income

Champaign, IL

June 2014-August 2014

#### **Outback Steakhouse**

*Server*

- Promoted and implemented effective marketing campaigns for specific food items
- Trained 15 new employees by teaching them necessary daily procedures to provide an enjoyable dining experience for guests
- Provided quality customer service by responding to customer needs promptly and efficiently

Highland Park, IL

June 2013-August 2013

### ACTIVITIES

#### **Panhellenic Council**

*Greek Recruitment Counselor and Active Member*

- Receive training in conflict management, decision making, and mentoring in order to effectively supervise 80+ women going through the formal recruitment process
- Promote and participate in service events raising ~\$15,000 for the Champaign County Court Appointed Special Advocates Program and Circle of Sisterhood Foundation
- 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

Champaign, IL

January 2013-Present

#### **Illinois Leadership Center, Leadership Certificate**

*Active Participant*

- Develop leadership skills in self, organizational, and interpersonal settings through experiential learning under the guidance of a Leadership Coach
- Augment critical insight into intrapersonal and interpersonal skills through innovative leadership retreats/workshops

Champaign, IL

January 2013- Present

### SKILLS

#### **Computer**

- C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)

# JooEun Li

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## EDUCATION

**University of Illinois at Urbana-Champaign** May 2015  
*Bachelor of Arts in International Studies with a Minor in Business* Major GPA 3.57/4.00  
Completed: May 2014

- Leadership Certificate

**Oakton Community College, Des Plaines, IL** May 2012  
*Associate of Arts in Global Business Studies* GPA: 3.92/4.00

## INTERNATIONAL EXPERIENCE

**International Business Immersion Program** Munich, Germany  
*Participant* May 2014

- Analyzed the firm, channel, and industry dynamics within the European agricultural food sector
- Expanded global perspective through speaking with top management, touring farms and factories

**IES Shanghai Study Abroad Center** Shanghai, China  
*American-Chinese Student Liaison* January 2013-May 2013

- Facilitated and hosted several roundtable sessions between American and Chinese students on topics such as comparative political thought and disparities in philosophical traditions
- Adjusted to cultural differences during the planning phases by utilizing a step-by-step approach, allowing both sides to first understand and then solve an issue

## WORK EXPERIENCE

**Busey Hall University Housing** Urbana, IL  
*Resident Advisor* August 2013-May 2015

- Cooperated with 11 Resident Advisors, 3 Program Advisors and the Multicultural Advocate to plan community programs
- Developed events to educate students about various opportunities and resources available on campus
- Co-hosted "Health Sundays", a weekly program designed to educate over 500 resident hall members about matters concerning health awareness

**Illinois State Board of Education** Springfield, IL  
*Research Assistant* June 2014-August 2014

- Devised methods and researched data for further studies of language development
- Transcribed relevant data for the primary researchers, interacted daily with research subjects, and assisted facilitators in the experiments by responding to pressing requests

## ACTIVITIES

**Illini Union Board** Urbana, IL  
*Committee Chair for Diversity* November 2013-May 2015

- Organized and facilitated monthly conferences for 100-300 students that encouraged an appreciation for diversity
- Chaired a committee of 6-10 members by guiding them on advertising programs on campus

**University of Illinois Buddy Program** Urbana, IL  
*Active Member* August 2013-May 2014

- Communicated with incoming freshmen through the year to facilitate smooth transition into the University
- Served as a peer mentor for over 15 students and provided advice and insight based on personal experiences

## SKILLS

Languages: Mandarin (Fluent), French (functional)

# Greg Johnson

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## EDUCATION

**University of Illinois at Urbana-Champaign** Graduation Date: May 2016  
*Bachelor of Science in Business-Administration* Major GPA: 3.66/4.00  
Concentration: Marketing  
**ECSP Europe – Paris Study Abroad** January 2015-May 2015

## HONORS

Caterpillar Excellence, and Glenn Winokur Scholarships, *Recipient* July 2015-Present  
Honors Business Program Class of 2011, *Student* August 2012-Present  
Leadership, Education and Development Program (LEAD), *Participant* July 2011-Present

## INTERNSHIP EXPERIENCE

**Namasté Laboratories** Blue Island, Illinois  
*Marketing Communications Intern* May 2015-August 2015

- Created and edited internal and external press releases about the company's recent events and involvements
- Compiled spending reports and advertising print media in order to analyze industry and competition ranks
- Developed and edited consumer brochures and sell sheets to target salon stylists and consumers
- Analyzed annual product sales at various retail stores and salons by creating spreadsheets and graphs

## PROFESSIONAL EXPERIENCE

**College of Business MBA Office** Champaign, IL  
*Student and Academic Services Office Assistant* August 2015-Present

- Produce flyers, newsletters and announcements for past and upcoming events and opportunities available to MBA students
- Organize and store data and records for MBA students as well as effectively answer students' questions to ensure clarity

**Champaign-Urbana Radio Group** Champaign, IL  
*Event Marketing Intern* September 2014-December 2014

- Performed tasks leading up to the execution of events coordinated with Radio Group and other venues or companies
- Promoted a contest event by appearing at a live radio broadcast and talking to over 200 local residents

## LEADERSHIP & ACTIVITIES

**American Marketing Association** Champaign, IL  
*Newsletter Committee Associate, Small Business Consulting Committee* August 2014-Present

- Write articles for the monthly newsletter, informing members about campus events, opportunities and suggestions
- Assist with small business consulting committee aiding in local small business marketing projects

**National Black MBA Association** Champaign, IL  
*Vice President of Communications, Social Chair* January 2013-Present

- Communicate messages to the entire organization about upcoming events, meetings and opportunities
- Raise over \$950 for the association's Fall 2010 national conference while serving as staff manager

**Management Leadership for Tomorrow (MLT)** New York, New York  
*Career Preparation Fellow* July 2014

- Invited as one of 200 applicants selected to prepare for a successful career through workshops and training, one on one coach calls and extensive weekly assignments
- Expanded network and opportunities by establishing relationships with recruiters, peers and alumni

**Business 101 Section Leader** Champaign, IL  
*Teaching Assistant* January 2016-May 2016

- Facilitated group discussions among freshmen in the College of Business about various business modules
- Mentored over 30 students by assisting with their transition to the University