

SAMPLE BUSINESS RESUME

Stu Dent

715 Myrtle Ave.

Bridgeport, CT 06604

(203) 555-5555 / Sdent1@my.bridgeport.edu

- Profile:** Highly motivated graduating senior with applied knowledge of financial analysis and budget reporting. Strong interpersonal and communication skills with the ability of relating to diverse communities.
- Education:** **University of Bridgeport**, Trefz School of Business Bridgeport, CT
Bachelor of Science Expected May 20xx
Major: **Finance**, Minor: **General Business**, GPA: **3.8**
- Internship Experience:** **Compare Foods** Stamford, CT
Finance Department 6/xx-8/xx
- Generated monthly forecast reports using internal database which proved to accelerate timing of distribution to management
 - Converted information from current Excel trade table into improved and updated format used for 20xx budget planning
 - Created a database using Excel and Sharp to summarize Dry Packaged Desserts Channel Splits
 - Produced reports detailing percentages of sales to help management determine need for product continuation
- Work Experience:** **Smith & Jones, LLC.** Greenwich, CT
Administrative Assistant Summers 20xx-20xx
- Performed administrative tasks for fast paced firm with over 15 attorneys handling Real Estate, Litigation, and Corporate Law
 - Communicated with staff, attorneys, partners, and team of interns on depositions, researching files, and organizing exhibits
- Mellon Agency, Inc.** Bridgeport, CT
Administrative Assistant/ Receptionist 9/20xx-5/20xx
- Recorded voucher payments from client transactions using Microsoft Access
 - Analyzed receipts and created financial reports using Excel
 - Managed sensitive information of current and prospective clients
- Activities:** Finance Club, *Active Member* 20xx-Present
Habitat for Humanity, *Volunteer* 20xx-Present
- Skills:** *Technical:* Microsoft Word, PowerPoint, Outlook, & Orbis
General: Organization, Leadership, Interpersonal Skills, Detail Oriented
Language: Working knowledge of German
- References:** Furnished upon request

SAMPLE INTERNSHIP RESUME

Patty Internship

191 Atlantic Street, Bridgeport, CT 06604
(203) 555-5555, pinternship1@my.bridgeport.edu

EDUCATION

University of Bridgeport, Trefz School of Business, Bridgeport, CT
Bachelor of Science in Finance (Expected February 20xx)
GPA: **3.85**

HONORS/AWARDS

University of Bridgeport Academic Scholarship, *Four years*
President's List: *three consecutive semesters*
Delta Epsilon Sigma Honors Society

RELEVANT COURSEWORK

Personal Finance, The Legal Environment of Business, Principles of Finance, Statistics, Corporate Finance, Global Finance, Investment Analysis, Management of Financial Institutions

SPECIAL PROJECTS

University of Bridgeport Fed Challenge Team: One of three students chosen from University of Bridgeport to work with a group of individuals who compete at the Federal Reserve Bank of New York. Co-managed a \$25,000 highly technical stock portfolio. Management included analyzing portfolio performance, holding/selling of stocks, researching and purchasing stocks based on current trends.

WORK EXPERIENCE

University of Bridgeport, Office of Residential Life, Bridgeport, CT
Front Desk Attendant (August 20xx - Present)

- Manage and organize guest logs, passes, and identification
- Monitor and watch the entrance to residence hall; check identification as people enter
- Answer the Front Desk phone and direct questions to the appropriate person

Kennedy Sports, Westport, CT

Intern, Administrative Office (August 20xx - November 20xx)

- Recorded voucher payments from client financial transactions using Microsoft Access
- Analyzed receipts and created financial reports using Microsoft Excel to monitor resulting in 15% increase in operational efficiency
- Managed sensitive, high-profile client information of sports celebrities and agents
- Contributed ideas to enhance customer loyalty program which generated customer increase of 20% while saving the company approximately \$3,000 for advertising

INVOLVEMENT

Finance Club, *Treasurer* (20xx-Present)
Student Government Association, *Secretary* (20xx-Present)
African Student Association, *Member* (20xx-20xx)

SKILLS

Computer: Proficient in Microsoft Office, & Internet Explorer

General: Hardworking, Detail Oriented, Organized, Team Player, Excellent Writing Skills

SAMPLE EDUCATION RESUME

Diane Teacher

123 Marina Circle
Bridgeport, CT 06604

(203) 555-5555 / Dteacher1@my.bridgeport.edu

SUMMARY:

Actively engaged professional with student teaching experience and technical proficiency in SMART Board. Exceptional presentation skills with ability to effectively work in an inclusive environment.

EDUCATION:

University of Bridgeport
Masters of Science in **Elementary Education**

Bridgeport, CT
Expected May 20xx

IONA College
Bachelor of Science in **Education**

New Rochelle, NY
May 2010

CERTIFICATION:

New York State Initial Certification Pre-K-6, requirements fulfilled May 2011

TEACHING EXPERIENCE:

P.S. 123

Student Teacher, Kindergarten, Second and Fourth Grades

Queens, NY
Sep. 20xx- Present

- Planned and taught lessons in Literacy, Mathematics, Phonics, Art and Social Studies.
- Taught lessons according to the balanced literacy approach and everyday mathematics.
- Conducted assessments, Dictated Story Assessment, The Stieglitz Assessment of Phonemic Awareness, Running Records, Assessment of Story Retelling, and Oral Language.
- Design and develop activities for special events.
- Taught class in absence of permanent teacher.
- Actively involved in teacher/parent conferences.
- Assisted in planning field trips: New York Botanical Gardens, and St. Paul's Church in Mt. Vernon
- Designed bulletin boards: Word Wall, Things That are Happening, A Journey Through Fourth Grade, and Caroling Around the World.

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Field Experience

Bronx, NY
Sep. 20xx- June 20xx

- Observed various class lessons with social studies, mathematics and literacy.
- Supervised and mentored students providing assistance as needed.
- Assisted in after-school activities and "Project Read."

RELATED EXPERIENCE:

Summer Day Camp

Head Counselor

Stamford, CT
Summer 20xx, 20xx

- Supervised and directed campers throughout daily activities and events.
- Evaluated performance of group counselors and assigned specific tasks.
- Conducted problem solving techniques for behavioral issues.

WORK EXPERIENCE:

Education Department, University of Bridgeport

Student Worker

Bridgeport, CT
Sep. 20xx- June 20xx

- Assisted Chair of Education Department and professors with paperwork and scheduling appointments.

INVOLVEMENT/ACTIVITIES:

Board of Education, *Volunteer*

Sep. 20xx- Present

TECHNICAL SKILLS:

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Access

SAMPLE COMPUTER SCIENCE RESUME

William Gates

777 Lucky Lane; Bridgeport, CT 06604
203-555-5555 / Wgates1@my.bridgeport.edu

EDUCATION

University of Bridgeport, Bridgeport, CT

BS in **Computer Science**, Expected May 20xx

Honors: University of Bridgeport Academic Scholarship, Dean's List 20xx-Present

GPA: 3.65

TECHNICAL SKILLS

Standard Software:

Office 2013 Enterprising Edition: Outlook, Excel, Publisher, PowerPoint, Word
Adobe CS4: Photoshop, Illustrator, Dreamweaver, Bridge, Premier, After Effects

Programming Languages:

HTML/CSS, PHP, AJAX, JavaScript

Web CMS Frameworks & Ecommerce Platforms:

Joomla, Wordpress, Drupal, Virtuemart, X-cart, ZenCart, osCommerce, Magento

RELEVANT EXPERIENCE

XYZ Software Company, Norwalk, CT

Executive Assistant (May 20xx-Present)

- Collaborate with Manager to maintain efficiency of company website
- Research and assess competitions current visibility position
- Analyze current SERPS through multiple SEO applications
- Designed, developed and launched e-mail marketing campaigns for clients

WORK EXPERIENCE

Medical Health Services, Bridgeport, CT

Administrative Assistant (January 20xx-April 20xx)

- Implemented new electronic filing system to replace paper-based system
- Managed appointment schedules for five well respected physicians
- Registered new patients and directed them to complete necessary paperwork

Academic Resource Center (University of Bridgeport), Bridgeport, CT

Student Tutor (Aug. 20xx-Present)

- Assist students in the areas of computer programming and applications to improve their understanding of material
- Utilize interpersonal skills and innovative ideas so students will retain challenging content more effectively

ACTIVITIES

Alternative Spring Break, 20xx-Present

Relay for Life, June 20xx-Present

Web Developers Association, 20xx-20xx

Big Brothers, Big Sisters, 20xx-20xx

PROFESSIONAL AFFILIATION

Institute of Electrical and Electronics Engineers (IEEE), Student Member, 20xx-Present

COUNSELING RESUME

Dale Counselor

222 Society Street
Bridgeport, CT 06604

Phone: (203) 444-4444
Email: Dale.Counselor@gmail.com

PROFILE

Dedicated graduate student with ability to develop outstanding rapport with diverse clients. High comfort level with facilitating individual and group sessions. Exceptional interpersonal skills with demonstrated ability to incorporate holistic aspects of health and wellness.

EDUCATION

University of Bridgeport, Bridgeport, CT

Masters of Science in Counseling

Expected May 20xx

GPA: 3.8

Iona College, New Rochelle, NY

Bachelor of Science in Social Work

December 2007

Honors: Phi Alpha Honors Society; Iona College Academic Scholarship

FIELDWORK EXPERIENCE

Huxtable Counseling Center, New Haven, CT

September 20xx- Present

- Observe intake interviews for potential clients and group counseling sessions with current client
- Create electronic filing systems for confidential client information utilizing Microsoft Excel

Helping Hands, Inc., Bridgeport, CT

January 20xx- May 20xx

- Co-facilitated four weekly group sessions for various topics such as grief/loss, anxiety, and phobias
- Managed and updated sensitive client information

WORK EXPERIENCE

Career Services Center, University of Bridgeport, *Student Worker*, Bridgeport, CT

July 20xx – Present

- Greet and assist students, employers, faculty and respond to respective inquiries
- Post part-time and internship opportunities to attract students seeking employment
- Promote Career Development events to student population using social media websites including Facebook and Twitter
- Compile information for End of Year Analysis, Career Expo, and Career Development student surveys to determine program effectiveness in meeting department goals; generate reports utilizing MS Excel and Word
- Conduct benchmarking with undergraduate students to solicit ideas for future programs and events

Private Residence, Childcare Provider, Norwalk, CT

October 20xx – May 20xx

- Created educational and recreational activities for three special needs children ages 3-7 years old
- Assisted with homework and school projects
- Monitored behavior; provided discipline where appropriate

PROFESSIONAL AFFILIATION

Student Member of National Association of Counseling

20xx-Present

SKILLS

Technical: Social media including Facebook, Twitter, and LinkedIn; Microsoft Office

Language: Working knowledge of American Sign Language

SAMPLE SCIENCE RESUME

James Douglas

123 Park Ave., Bridgeport, CT 06604; 203-333-0000; james.douglas@my.bridgeport.edu

Education

University of Bridgeport, School of Arts and Science
BS in Chemistry, Minor in Biology
GPA: 3.95

Bridgeport, CT
Expected August 20xx

Honors/Awards

Academic Dean's List, 8 consecutive semesters; University of Bridgeport Academic Scholarship, 4 years

Related Coursework and Technical Skills

- Chemometrics/Computational Chemistry, Physical Chemistry, Nanoscience, Chemical Safety
- Scientific Instrumentation: GC-MS, AAS, Fluorescence, IR, NIR, HPLC, NMR
- Software and Programming Languages: ChemDraw, MS Office, HyperChem, C++

Research Experience

University of Bridgeport, Department of Chemistry

June 20xx- August 20xx

Advisor: Dr. Mary Chemist

- Conducted a study of chemical components in cosmetic products utilizing human and non-human subjects
- Concluded that 5% of products tested containing formaldehyde had an adverse effect on older non-human subjects only. Retested same subjects using products without this chemical, and subjects did not display unusual behavior.

Publications and Presentations

"Bioaccumulation of Mercury in the Hudson River and Long Island Sound" Douglas, James; Chemist Mary.
Journal of the American Chemical Society (JACS), Vol. 3, 20xx, (7)

University of Bridgeport, Undergraduate Research Day

April 20xx

ACS Connecticut Local Section Undergraduate Research Conference

May 20xx

Work Experience

University of Bridgeport, Dean of Students Office

Bridgeport, CT

Orientation Leader for First Year Students

Aug. 20xx-May 20xx

- Facilitated group discussions and activities at freshman orientation
- Conducted tours of college campus for parents and students
- Monitored behavior and encouraged interaction with fellow freshmen

Campus Involvement

Double Helix

Aug. 20xx-Present

UB Green (Environmental Club), Active Member

Aug. 20xx-Present

Environmental Concerns Committee

Jan. 20xx-Present

Commuter Student Association

Aug. 20xx-12/20xx

Languages

Fluent in Chinese and English

Professional Association

American Chemistry Society, Student Member

Jan. 20xx-Present