



John Carroll University

CENTER FOR CAREER SERVICES

Sample Resumes

Stanley Hudson

123 N. Main St. • University Heights, OH
student@jcu.edu • (440) 444-4444

EDUCATION

John Carroll University; University Heights, OH

Bachelor of Arts | English, Professional Writing | 3.73 | Minor: Catholic Studies; May 2017

Current Membership:

Sigma Tau Delta, International English Honor Society- Alpha Sigma Nu, International Jesuit Honor Society, and Dean's List (3 semesters)

PROFESSIONAL EXPERIENCE

John Carroll University Writing Center; University Heights, OH

Writing Consultant; *August 2018 - Present*

- Conduct 3-4 writing consultations per shift with undergraduate and graduate students
- Foster open communication and collaboration at any stage of writing process that cover all genres of writing

Hospice of the Western Reserve; Cleveland, OH

Technical Writing Intern; *August 2019 - December 2019*

- Drafted and edited 25+ page policies and procedures manual for headquarters' front desk
- Designed uniform style throughout manual, omitted redundancy, and supplied additional information to reconcile disparity of knowledge

St. Clair Hospital; Pittsburgh, PA

Organizational Performance Improvement Intern; *May 2018 - August 2018*

- Trained managers across 40 departments to effectively utilize the software Policy Tech
- Uploaded, configured, and published 1,000+ policies; established standard naming protocols, monitored proper formatting in policy documentation and reduced redundancy

Parker Hannifin; Mayfield Heights, OH

Writing Intern; *January 2018 - April 2018*

- Conducted research with a team to formulate a manual about competitive intelligence processes
- Edited and maintained changes to department policies by creating a designated system for all drafts to be put through before being presented

LEADERSHIP

Writers in Residence at John Carroll University; University Heights, OH

Leadership Team; *August 2018 - Present*

- Execute weekly creative writing workshop for 20 residents of Cuyahoga County Juvenile Detention Center in efforts to reduce the rate of recidivism

Co-Founder; *August 2016 - December 2016*

- Established new program and its design; shaped mission statement
- Recruited, interviewed, and provided orientation for new members

English Department Undergraduate Advisory Council (EDUAC); University Heights, OH

Co-Founder; *January 2016 - May 2016*

- Recruited diverse students to form council which seeks to achieve short and long term goals regarding the effectiveness of the university's English Department

Big Brothers Big Sisters; Cleveland, OH

Mentor for youth of local Cleveland schools; *August 2015 - May 2016*

- Fostered relationships and created goals with students to work toward improving their academic achievements

Will Smith

123 Main St.
University Heights, OH

(123) 123-4567
student@jcu.edu

EDUCATION

John Carroll University

Bachelor of Arts

Major: Theology and Catholic Studies

GPA: 3.5

Alpha Sigma Nu

Jesuit Honors Society

May 2018

University Heights, OH

2016-2018

RELEVANT EXPERIENCE

John Carroll University Office of Student Engagement

Orientation Leaders

August 2015 - May 2018

University Heights, OH

- Expressed university mission and identity to incoming students and families
- Advised students in academic and personal planning for their college years
- Led both large and small group team building exercises and activities promoting community bond

Chi Omega Fraternity, Upsilon Mu Chapter

Personnel Chair

August 2015 - May 2018

University Heights, OH

- Planned and executed chapter programming to educate members on organization's rules and policies
- Addressed chapter and member issues by creating solutions that fit both the collective and individual needs

Arrupe Scholars Program

Leader

August 2014 - May 2018

University Heights, OH

- Demonstrated commitment to social justice grounded in engagement with individuals facing injustice
- Coordinated events for social justice such as food drives, hunger banquets, and 5k runs
- Implemented advocacy project that focused on integrating individuals with developmental disabilities in the workforce and maintained support

ADDITIONAL EXPERIENCE

John Carroll University Tim Russert Department of Communication

Real World Russerts Program Developer

August 2014 - May 2018

University Heights, OH

- Developed 15 workshops for cohort group of 25 students to learn professional skills needed for internships
- Contacted alumni speakers to participate in networking opportunities
- Collaborated with department offices to complete necessary administrative tasks and logistics

The Prodigal Father Productions

Marketing Intern

August 2014 - May 2014

Cleveland, OH

- Designed media kit for future distribution to members of media for promotional use
- Researched potential in iTunes and Amazon markets for future sales of music, books, and other products

VOLUNTEER EXPERIENCE

John Carroll University Danie's Day

Chairman

July 2014

University Heights, OH

- Organized day long campus event that joins students with community members that have special needs

EDUCATION

JOHN CARROLL UNIVERSITY, University Heights, OH

Bachelor of Arts in Communications, Integrated Marketing (May 2020)

Minor in Entrepreneurship

PROFESSIONAL EXPERIENCE

SHERWIN-WILLIAMS, Cleveland, OH

Marketing Intern (May 2018 - August 2018)

- Developed and executed marketing and event campaigns for business segments such as new collateral product and program launches
- Implemented tactical elements of websites such as content contribution, page creation, and SEO improvements
- Analyzed data for relevant materials and market trends to remain competitive with others
- Created social media calendars for 3 division business segments to create more efficient planning for 100+ events

REBECCA ADELE PR & EVENTS, Cleveland, OH

Public Relations Intern (May 2017 - August 2017; May 2016 - August 2016)

- Created and managed social media content for clients in a variety of industries including non-profit, education, retail, food, and tourism
- Composed press releases and blog posts of services to promote company
- Researched and identified new market opportunities and constructed media pitches

CMP COMMUNICATIONS, LLC, Mayfield, OH

Account Executive Intern (January 2015 - June 2015)

- Crafted and copyedited external monthly e-newsletters for grammatical and typographical errors
- Boosted newsletter readership to achieve more than 2,500 views on average per month
- Participated in strategic communication meetings to strategize how to meet clients' needs

FREELANCE EXPERIENCE

ELITE DAILY, Cleveland, OH

Contributing Writer (December 2016 - Present)

- Pitch and develop story ideas across subject contents including lifestyle, fashion, and career

THE ODYSSEY ONLINE, University Heights, OH

Contributing Writer (September 2015 - March 2016)

- Generated more than 700+ shares and 10,000 views between 22 articles written

SKILLS

- Social Media Accounts, Hootsuite, Sprout, Adobe Photoshop, InDesign, CMS Software

April Ludgate

student@jcu.edu
(216) 123-5678

Education

John Carroll University, University Heights, OH; May 2019

Bachelor of Science

Major: Computer Science with Healthcare Information Technology

Major GPA: 3.32

Relevant Courses: Software Development, Design Patterns, Advanced Programming, Bioinformatics, Big Data, Software Development Practices

Professional Experience

Senior Healthcare Intern; Cleveland, OH; November 2018 - Present

Cleveland Clinic

- Mentor junior interns on software development practices and standards
- Perform detailed reviews of code written by junior interns focusing on code maintainability and design standards

Radiology Informatics Software Development Intern, Beachwood, OH; July 2017 - October 2017

Cleveland Clinic

- Developed MVC project for tracking medical protocols utilizing file upload and versioning
- Modified existing applications to improve end user functionality
- Updated older projects to reflect current practices and standards
- Followed Cleveland Clinic practices to ensure PHI security

Team Leader and Technician, University Heights, OH; May 2017 - July 2017

John Carroll University Department of Information Technology Services

- Trained 21 helpdesk student technicians on proper protocol for IT systems and downloading procedures
- Developed policies and procedures pertaining to the helpdesk training process and payroll tiers

Junior Healthcare Intern, Cleveland, OH; January 2017 - May 2017

Cleveland Clinic

- Developed a radiology studies query based web page using Solr to optimize visuals and accessibility for users
- Innovated the Radiology report portal web page to connect to neighboring hospital systems and streamline patient documentation and records

Notables

Languages and Skills

- Proficiency in C#, JavaScript, jQuery, Java, MVC, HTML, and CSS
- Basic knowledge of R, Scala, Python, Prolog, Visual Basic, and Solr

Awards and Honors

- Received the Experiential Opportunity Fellowship to attend the 2016 SIIM conference
- Won 3rd place for creating mobile-based application in the SIIM hackathon

16817 University St.
Shaker Heights, Ohio

Phyllis Smith

(216) 123-4567
name@gmail.com

EDUCATION

John Carroll University
Bachelor of Science in Exercise Science
Minor: Population & Public Health: Cumulative GPA: 3.6

University Heights, OH
May 2017

EXPERIENCE

Physical Education Teacher
Hebrew Academy of Cleveland

Cleveland Heights, OH
January 2016 – Present

- Develop and implement lesson plans that promote exercise and build motor skills for over 220 female students in grades 1st- 6th
- Incorporate safe and effective workout plans for students to ensure they meet the class requirements while having fun
- Demonstrate a variety of exercises to meet the individual needs of the students

Athletic Trainer
John Carroll University Men's Lacrosse

University Heights, OH
January 2012 – Present

- Assess patients to determine modifications of therapy and treatment needs in consultation with chiropractic physician
- Develop exercise programs that appropriately addresses patients short and long term goals
- Coordinate care with other patient care providers as appropriate
- Complete appropriate documentation including reports, treatments and discharge summaries

Administrative Assistant
Chmielewski Group Inc.

Cleveland, OH
May 2012 – July 2015

- Organized general office administrative duties including ordering and organizing office materials, and managing client services and paperwork submission from start to finish
- Maintained client databases for over 3,000 contacts through proficient use of eEdge, Top Producer, Dotloop, Quantum Digital, and Microsoft Office Suite

Online Staff Contributor
Diddly Media

HQ/Dublin, Ireland
February 2014 – February 2015

- Wrote 250-500 word articles bimonthly about nutrition and fitness in relation to Irish Dancing

CAMPUS INVOLVEMENT

President
Panhellenic Council

University Heights, OH
December 2015 – Present

- Oversee operations for five nationally affiliated all-women's sororities consisting of over 340 members
- Foster relationships with John Carroll University administration, faculty, and other student organizations
- Help to build the Panhellenic community by facilitating recruitment of over 120 new members each year

Public Relations Chair
Dance Ensemble

University Heights, OH
September 2015 – Present

- Manage the social media accounts and working with campus administration to promote events
- Provide innovation by refreshing programming and student activities

Class Representative
Honors Program Committee

University Heights, OH
September 2014 – Present

- Attend monthly faculty meetings to discuss recommendations for the Honors Program consisting of 150 students
- Audit HP 101 curriculum "The Life of the Mind" to provide recommendations and ensure future student success
- Evaluate 150 incoming students' applications by assessing criteria including interest and language mastery

Personnel Chair
Chi Omega Women's Sorority

University Heights, OH
January 2015 – December 2015

- Enhanced chapter morale and educated over 60 members about national policies and rules
- Planned and executed eight formal events including elections, socials, and retreats
- Conducted 30+ meetings to moderate conflict among members, resulting in solutions and stronger chapter morale

Michael Scott

123 Main St. Scranton, PA
student@jcu.edu | (216) 123-4567

EDUCATION

John Carroll University, University Heights, Ohio

May 2019

Bachelor of Arts; Degree in Biology; GPA: 3.08

- PHI Theta Kappa Member August 2015 to Present
- Received the Presidential Scholarship at JCU 2015-2019

RELATED COURSEWORK: General Chemistry, Organic Chemistry, Genetics, Microbiology
Evolution, Molecular Cell Biology, Reproductive Biology, Research Methods and Biological Science

LAB SKILLS

- General Biology and Chemistry Lab Procedures
- Electrophoresis; PCR and Chromatography
- Cell preparation (dry, wet mounts, and fixing)
- Cell staining (Hematoxylin, Eosin, and Coomassie Blue)
- Laboratory Distillation, Titration and Serial Dilution
- Bacteria staining, plating methods, and identification
- NMR, IR, and Mass Spectroscopy

RESEARCH EXPERIENCE

John Carroll University Chemistry Department - University Heights, Ohio

September 2016 to Present

Student Research Assistant - Dr. Michael A Nichols (Organic Chemistry)

- Implement Gas Chromatography-Mass Spectrum (GC-MS) techniques to pinpoint differences in the chemical composition of *lavandula latifolia*, *lavandula angustifolia* and *lavandula x intermedia* essential oils
- Analyze the enantiomeric ratios of components present in the different variations by means of retention time and concentration

John Carroll University Chemistry Department - University Heights, Ohio

May 2016 to August 2016

Independent Study: The Effects of Bisphenol A on *Carassius auratus*

- Conducted experimental design and maintained live specimens for seven days
- Collected research data in detailed lab notebook to ensure proper documentation of analyses
- Performed statistical analysis of all records, data, and documentation in order to present findings

ADDITIONAL EXPERIENCE

John Carroll University Recreation Department - University Heights, Ohio

August 2017 to Present

Student Supervisor & Building Supervisor

- Conduct interviews and assists in the selection process of new hires
- Coordinate weekly emails and organize schedules for 40 employees in the department
- Act as a resource to desk employees in handling membership application, cleaning and patron activities

Lifetime Fitness - Beachwood, Ohio

May 2014 to July 2017

Head Lifeguard

- Supervised 2-11 lifeguards during a shift by creating a rotation to ensure all sites were covered adequately
- Assessed performance, assigned tasks, and reviewed relevant life-saving skills of supervisees
- Taught group and private lessons to children/adults and coached the adult Masters Swim Team by formulating and implementing lesson plans for each class or team with a focus on individual goals and improvement

MEREDITH PALMER

123 N. Main St. • University Heights, OH
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Education

John Carroll University | University Heights, OH
Bachelor of Science, Psychology

May 2019

John Carroll University | Rome, Italy | Study Abroad

May 2017 - August 2017

Professional and Leadership Experience

Student Teacher of Philosophy - Great Lakes Internships | Cleveland, OH

August 2018 - Present

- Incorporate the study of basic philosophy into 7th grade curriculum by planning and developing weekly lessons plans
- Execute lesson plans in each class by reading and discussing chapters in the textbook for 45+ students
- Review and comment on students' written work to help better their understanding of each subject

Campus Manager - University Bookstore | Cleveland, OH

August 2017 - Present

- Network with campus leaders and nationwide organizations to design, produce, and sell custom apparel
- Develop sales and marketing strategies, including social media marketing with Business Development Leader to increase student sales

Education Vice President - Gamma Phi Beta Sorority | Cleveland, OH

January 2018 - December 2018

- Participated in weekly executive board meetings to solve and amend issues within the membership to properly address both individual and group concerns
- Chaired weekly meetings with new members to teach them the history and values of Gamma Phi Beta chapter to increase both morale and involvement within the sorority

Treasurer - John Carroll University Psychology Club | Cleveland, OH

January 2018 - December 2018

- Developed and managed the club's budget in order to fund events and programming for students

Administration and Recruiting Intern - Opus Business Consulting | Pittsburgh, PA

May 2018 - August 2018

- Reviewed applicant resumes and prioritized interests by qualifications demonstrated
- Facilitated prospective candidate interviews and maintained their associated paperwork
- Researched labor and solicitation application laws for local townships and boroughs to ensure compliance

Activities Chairwoman - Gamma Phi Beta Sorority | Cleveland, OH

January 2017 - December 2017

- Planned and executed 20+ events with other organizations of the John Carroll University community
- Budgeted and managed over \$10,000 in order to fund events for an entire school year

Community Service and Volunteer Experience

Volunteer - Domestic Violence and Child Advocacy Center | Cleveland, OH

January 2017 - May 2017

Holiday Volunteer - St. Clair Hospital | Pittsburgh, PA

May 2015 - November 2016

Certification and Recognition

Shirley K. Lagore Award - for demonstrating outstanding leadership qualities

August 2016

Certified in Mental Health First Aid - National Council of Behavioral Health

January 2016

Jane Carroll

1 University Drive • University Heights, OH 44140 • (440) 123-4567 • student18@jcu.edu

LICENSURE/CERTIFICATION

Ohio Early Childhood Education, Pre K- Grade 3 (Application Pending) JULY 2017
Ohio Assessment for Educators-Foundations in Reading (Included in above licensure) JANUARY 2017

EDUCATION

John Carroll University, University Heights, OH
Bachelor of Arts MAY 2017
Major: Early Childhood Education, Pre K-3; Dean's List (6/7 semesters); **GPA 3.66**

STUDENT TEACHING AND FIELD EXPERIENCE

Beachwood Elementary School, Beachwood, OH SEPTEMBER 2016 - PRESENT
Student Teacher, First Grade: 19 students, January-May 2017
Pre-Student Teacher, same classroom, September-December 2016

- Plan and conduct small group and individual classroom activities based on differentiated learning needs to ensure the full learning potential of all students
- Design art projects and teaching manipulatives to inspire and enrich student learning and support lesson objectives
- Participate in ongoing staff training sessions and first grade team meetings
- Manage classroom by developing an incentive program for good behavior through positive reinforcement

Gearity Elementary School, University Heights, OH

Individual Tutor AUGUST 2016 - DECEMBER 2016

- Designed instruction for tutorial sessions with a first grade student through the John Carroll Reading Tutorial Program
- Constructed intervention plan to address the reading needs of the individual student
- Monitored student's progress through weekly assessment and instruction

Robert H. Jameson School, Cleveland, OH

Observation and Teacher Assistance, Second Grade JANUARY 2016 - MAY 2016

Lomond Elementary School, Shaker Heights, OH

Observation and Teacher Assistance, Third Grade AUGUST 2015 - DECEMBER 2015

Gearity Elementary School, University Heights, OH

Observation and Teacher Assistance, Kindergarten AUGUST 2014 - DECEMBER 2014

ADDITIONAL EXPERIENCE

Glenview Center for Childcare and Learning, Bay Village, OH

Summer Student Teacher, Grades 4-6: 19 students, [2016] MAY - AUGUST 2014 - 2016
Summer Student Teacher Assistant, Kindergarten: 20 Students, [2015]

Wild Summer Reading Camp Volunteer, Bay Village, OH

Reading Teacher Aide, Grades K-4 MAY - AUGUST 2012 - 2013

- Engaged students in reading in conjunction with nature and animals

John Carroll University Streaks in Key A Capella Choir, University Heights, OH

Officer/Music Director JANUARY 2014 - DECEMBER 2016

- Arranged music, taught and directed student-run choir, devoting 10 hours per week

Eliza Bryant Village, Cleveland, OH

Volunteer JANUARY 2014 - MAY 2014

- Assisted residents with afternoon activities and meal time

Josh Johnson

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216-333-3333 | student@jcu.edu

LICENSURE

Ohio Middle Childhood Education License, Math and Science, Grades 4-9 (application pending)

- Proficient in DSA, QRI, MSI, and MARSJ assessment tools

EDUCATION

John Carroll University - University Heights, OH

Bachelor of Arts, May 2017

Major: Middle Childhood Education; GPA: 3.48/4.0

Membership: Ohio Education Association

STUDENT TEACHING AND FIELD EXPERIENCE

Mayfield Middle School - Mayfield, OH

Student Teacher, Seventh Grade: [25 students, including 3 with 504 plans], *August 2016 - May 2017*

- Designed and taught lessons using clearly established and attainable learning goals that encouraged meaningful participation
- Managed classroom using a relationship building approach and positive reinforcement techniques, encouraging the development of socially appropriate behaviors
- Integrated SMART Board and Chromebook technology into exercises
- Collaborated with interdisciplinary team members to construct differentiated lesson plans
- Co-planned with cooperating teachers to develop integrated lesson plans in math and science

Individual Tutor, September 2016 - December 2016

- Provided one-on-one instruction for seventh grade student on literacy topics
- Assessed students using the DSA, QRI, MSI, and MARSJ assessments and disseminated results with each student and his/her parents
- Developed an intervention plan to help student improve specifically in the comprehension domain
- Applied predicting, think aloud, summarizing, and questioning techniques in daily lessons
- Created weekly progress monitoring assessment resulting in students improvement up to two grade levels for the QRI

Beachwood Middle School - Beachwood, OH

Field Experience, September 2015 - December 2015

- Co-taught in eighth grade honors science classroom of over 30 students in English and History
- Worked with students during biology lab to provide supplemental teaching and tutoring
- Developed and taught lesson on weathering and erosion; modeled a hands-on activity for students to work from

VOLUNTEER ACTIVITIES

Fatima Family Center - Cleveland, OH

Volunteer, January 2016 - March 2017

- Assisted students, ages 5 -13, with after school homework to increase grades and develop homework skills
- Helped students to develop study skills using flash cards and various reward systems

Coach Sam's Literacy Tutoring - Cleveland, OH

Volunteer, October 2015 - February 2016

- Applied various literacy techniques with third graders who were below reading level expectations

LESLIE KNOPE

1234 University Way | University Heights, OH
123-465-8999 | student@jcu.edu | www.linkedin.com/in/leslieknope/

EDUCATION

John Carroll University

Bachelor of Science in Business Administration
Double Major: Accountancy & Finance

GPA: 3.51

Bloomberg Market Concepts Certification, Dean's List Recipient (7 semesters), Rookie of the Year Recipient in Rowing

University Heights, OH

May 2019

PROFESSIONAL EXPERIENCE

Ernst & Young

External Audit Intern, Assurance Services

Cleveland, OH

January 2017 - March 2017

- Assisted in the onsite audit of a global Fortune 500 company with \$20.9 billion in net sales
- Assessed validity of Press Release to Segment Analysis Detail, Acquisition and Integration Charges, & 10-K
- Performed testing on other miscellaneous accounts by generating segment detail and gathering client information

ADDITIONAL EXPERIENCE

Parma Senior High School

Assistant Tennis Coach

Parma, OH

July 2018 - Present

- Develop beneficial drills for athletes to reinforce technique & strategy in the game of Tennis
- Improve players match skills, including serves & groundstrokes, in only a three month time span
- Create a new program for conditioning to ensure skills & endurance are maintained into next season

Panera

Restaurant Associate-Cashier/Barista

Independence, OH

May 2018 - Present

- Open store by setting up bakery & bagel display, slicing breads, & packaging bakery items for customers
- Train employees to perform job duties more efficiently & designate coworkers to tasks best suited for them
- Quickly & accurately place customer orders through the register & phone for efficient service

LEADERSHIP EXPERIENCE

John Carroll University Rowing Team

President

August 2015 - Present

April 2017 - September 2017

- Presided over weekly meetings & delegated responsibilities to specific OBOARD members
- Communicated with Club Sports Director & Coaching staff to discuss & improve operations

Women's Team Captain

April 2016 - September 2017

- Ensured each member was at practice & oversaw completion of any make-up practices
- Handled any complaints or issues on the team between members & determined an effective solution

Treasurer

March 2016 - March 2017

- Managed team funds, processed payments, & used invoices to fill out check requests & purchase orders
- Attended weekly OBOARD meetings to discuss team's budget & resolved possible concerns or problems
- Multitasked by collaborating with OBOARD to plan fundraisers, design clothing, & recruit new talent

INVOLVEMENT

PB&J Sandwiches for the Homeless, Service Opportunity

August 2015 - Present

Accounting Tutor

October 2018 - December 2018

Deloitte FantTAXtic Case Study Competition

November 2017

Harry Potter

<https://www.linkedin.com/in/harrypotter/>

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University Heights, OH 44118

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student@jcu.edu

EDUCATION

John Carroll University

University Heights, OH | **May 2018**

Bachelor of Science in Business Administration

Majors: Marketing (Boler College of Business)

Integrated Marketing Communications (Tim Russert Department of Communication)

RELEVANT EXPERIENCE

Public Relations Intern | August 2016-May 2017

Rebecca Adele PR & Events; Solon, OH

- Planned social media content for 20+ clients and updated sites daily
- Formulated blog posts, wrote press releases, and scheduled social media posts on Sprout Social and Schedugram
- Assisted in overseeing and coordinating 10+ art and craft show events averaging 800 attendees

Marketing Demonstrator | June 2016-August 2016

Nourish Snacks; Rochester, NY

- Sold 50 products on average during 4 hour shift to grocery store shoppers, exceeded average by 15%
- Cultivated marketing and sales techniques to inform and sell product to customers

Marketing Intern | June 2015-August 2015

Alleson Athletic; Rochester, NY

- Managed social media marketing on company Facebook page
- Organized and arranged photo shoot for the company's 50 page Fall 2015 Catalog

ADDITIONAL EXPERIENCE

Student Caller | September 2016-Present

John Carroll University; University Heights, OH

- Conduct outbound calls to generate an average of \$3,000 in donations for the institution each month

NOTEABLES

Social Media Committee Member | January 2016-Present

Kappa Alpha Theta; University Heights, OH

- Post content weekly on chapter's Facebook page to keep followers updated on upcoming events and the status of the chapter
- Create promotional content on Photoshop for Facebook, Instagram, and Twitter

General Member | August 2016-May 2017

American Advertising Federation (AAF); Cleveland, OH

- Competed in national advertising competition for undergraduate college students
- Configured target market research, focus group information, creative brainstorming, Photoshop images, and notable writing to help create a concise and effective advertising campaign for frozen food company, Tai Pei
- Awarded 2nd place in team's plans book content at district level

Roberta Roberts

(440) 123-4567
student@gmail.com

1212 Cedar Rd.
University Heights, OH 44118

Education

John Carroll University, University Heights, OH

Bachelor of Science in Business Administration, May 2017

Double Major: Marketing and Logistics; GPA: 3.75; Dean's List: 6 semesters

The Patricia Relyea Boland/Ernst and Young Scholarship for Women in Business, May 2016

Professional Experience

Center for Service and Social Action, University Heights, OH

Liaison, January 2016 - Present

- Serve as an ambassador to facilitate relations between John Carroll University and multiple community partners
- Transport 6-10 students safely to and from service experiences while maintaining accurate attendance records
- Conduct weekly service reflections to help transform service experiences of participants into positive learning opportunities
- Lead training programs to communicate the social change model of leadership to new student liaisons
- Receive the ABC award for overall outstanding performance in the month of October

Closest Path, LLC, Mentor, OH

Marketing Manager Intern, May 2016 - August 2016

- Created marketing plan and social media campaign for new iOS App launch for future implementation
- Supervised 3 interns in website creation, blog writing, and marketing research while delegating tasks to these individuals and maintained training throughout the summer
- Reported marketing research, findings, and suggestions directly to the CEO to brainstorm plans of action

Brickstone Tavern, Cleveland, OH

Head Server, June 2015 - October 2016

- Maintained customer satisfaction in a fast-paced and reputable environment by collaborating effectively with other members of the team
- Cooperated with staff members during rush periods while satisfying the needs of 250+ clients per night by accurately recording food orders, answering menu inquires and exhibiting exceptional customer service
- Exceeded sales marks daily by over 10% by increasing efficiency and producing high-caliber service

Service Experience

Carroll Reads, University Heights, OH

Volunteer Tutor, August 2016 - Present

- Tutor elementary school children to help develop their reading capabilities and academic performance

Cleveland Juvenile Detention Center, Cleveland, OH

Volunteer, May 2017 - Present

- Mentor residents to develop constructive future plans and implement team collaboration

Erin Hannon

student@jcu.edu | (440)-554-6421

EDUCATION

John Carroll University, University Heights, Ohio

Bachelor of Science in Business Administration

May 2017

Double Major: Human Resource Management and Business Management, track in leadership

GPA: 3.6; Dean's List 6/7 semesters

Alpha Sigma Nu, National Jesuit Honors Society

Inducted Spring 2016

Alpha Kappa Psi - Delta Mu, Professional Business Fraternity - VP of Alumni Relations

August 2015

PROFESSIONAL EXPERIENCE

Human Resources Intern; MRI Software, LLC, Solon, Ohio

May 2016 - September 2016

- Assisted the HR team through an acquisition which included onboarding 55 new employees
- Coordinated employee perks programs for 360 employees on-campus and 60 remote employees

Internal Communications Intern; Swagelok, Solon, Ohio

May 2015 - August 2015

- Updated the Recruiting Brochure, specialized for hourly, salaried, or intern/co-op potential hires
- Cataloged over 50 processes to create a department-wide Operations Excellence manual

Business Systems Transformation (BST) Intern; Swagelok, Solon, Ohio

May 2014 - August 2014

- Scheduled 6 weeks of SAP training classes for 1,800 employees
- Analyzed effectiveness of training through 2 online surveys reaching over 3,000 associates

LEADERSHIP AND CAMPUS INVOLVEMENT

Resident Assistant

August 2015 - Present

- Develop community and create programming for 2 Greek floors for a combined 60 residents (2015), and for 32 first-year students (2016)
- Serve on the professional development committee, presenting to 54 RAs on resume writing
- Act as liaison between housekeeping, facilities, and maintenance to ensure a safe living environment

Career Assistant

August 2016 - May 2017

- Developed outreach programs for targeted groups across campus
- Conducted Sophomore Check-ups for all second year students to provide information and guidance

President; Student Union Programming Board

August 2013 - August 2015

- Provided leadership for the long-term goals and strategy for SUPB executive board
- Represented the organization in any official capacity, including the Student Union Executive Board
- Created calendar of SUPB events, including dates, times, facilities, and cost
- Appointed, managed, and delegated to 2 separate committees
- Maintained attendance of over 800 guests per event and managed budgets of \$50,000-\$100,000

Tony Tiger

4101 Main St. | City, 44444 | student@jcu.edu | 111-211-3333

EDUCATION

John Carroll University

University Heights, OH

- Bachelor of Science in Business Administration
- Major: Finance
- GPA: 3.33
- Dean's List Recipient: Spring 2017

May 2020

PROFESSIONAL EXPERIENCE

Intern

Cleveland, OH

Skylight Financial Group

May 2019 - August 2019

- Collaborated with advisors to create more suitable insurance and annuity illustrations for their clients
- Presented weekly on relevant economic and social issues to further educate the firms advisors
- Learned and applied Sales Force system to improve communication and selling techniques
- Competed in a mock portfolio simulation to further develop investment strategies

Accounting Intern

Cleveland, OH

Advance Partners

May 2019 - August 2019

- Balanced invoices and client checks meticulously to ensure organization
- Used Excel and Factor software to efficiently manage thousands of dollars in customer invoices

Stockroom Associate

Victor, NY

Abercrombie Kids

August 2015 - February 2016

- Interacted and greeted customers; answered questions about the company or the products sold
- Managed inventory to keep the stores shelves stocked and reduce the amount of backordering

CAMPUS INVOLVEMENT

Athlete

University Heights, OH

John Carroll Varsity Men's Lacrosse

September 2016 - Present

- Earned Varsity Letter as a Freshmen, Sophomore, and Junior
- Won two consecutive conference championships along with two NCAA tournament appearances

Member

University Heights, OH

Student Athlete Advisory Committee

January 2017 - Present

- Represent the Men's Lacrosse team at John Carroll University in NCAA meetings
- Assist in the planning of fundraisers which have raised more than \$15,000
- Discuss and vote on athletic department decisions and improvements to athletic facilities

Counselor

Georgetown, MD

Camp Pals Georgetown

August 2017 - August 2018

- Worked with individuals with down syndrome and provided direct 24/7 care, including housekeeping, dietary needs, and personal hygiene
- Organized camp wide activities and monitored safety of the activities
- Partnered with other counselors and campers to keep a productive and safe learning environment

Jim Carry

123 Home St., Buffalo, NY, 14127
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Education

John Carroll University

Bachelor of Science in Business Administration, University Heights, OH, May 2020

Major: Management

Relevant Courses

- Speech Communication, Business Communication, Entrepreneurship, Marketing, Management, Human Resources

Lakeland Community College, Kirtland, OH, May 2018

Associate of Arts

Professional Experience

Thomas Johnson, Inc. [Project Management Intern] Orchard Park, NY, May 2019-Present

- Deliver materials and make field measurements at job sites to ensure accuracy and timeliness of projects
- Update and prepare blueprints for job site daily to maintain awareness for the entire crew
- Collaborate with superintendents of job sites to discuss overall progress and questions
- Prepare manuals and train workers in use of new forms, reports, procedures or equipment, according to organizational policy

Cinema & Sound of WNY [Associate] Orchard Park, NY, May 2018-August 2018

- Monitored operations to ensure that standards for sound and image projection quality are met
- Inspected movie films to ensure that they are complete and in good condition
- Installed and connected auxiliary equipment, such as microphones, amplifiers, disc playback machines, and lights

John Carroll, Human Resources [Student Worker] University Heights, OH, August 2017-December 2017

- Prepared or maintained employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software
- Arranged for advertising or posting of job vacancies and notify eligible workers of position availability
- Compiled and prepared reports and documents pertaining to personnel activities
- Administered and scored applicant and employee aptitude, personality, and interest assessment instruments

Murray Brothers Nursery [Landscape] Orchard Park, NY, May 2015-August 2016

- Followed planned landscaping designs to determine where to lay sod, sow grass, or plant flowers
- Maintained or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools
- Advised customers on plant selection or care

Town Of Orchard Park [Assistant Basketball Manager] Orchard Park, NY, May 2015-September 2016

- Coached, ran drills, and supervised 40-50 players over 2 sessions
- Instructed individuals or groups in sports rules, game strategies, and performance principles, such as specific ways of moving the body, hands, or feet, to achieve desired results

Skills

- Fluent in Spanish
- Knowledge of Bluebeam Revu and reading blueprints

Pam Beesly

440.123.4567 | student19@jcu.edu

EDUCATION

John Carroll University, University Heights, OH

May 2019

Bachelor of Science

Major: Chemistry

Minor: Business Administration; **3.5**; Dean's List (7 semesters)

- American Chemical Society
- Alpha Kappa Psi, President

Bowling Green State University, Bowling Green, OH

August 2015 - May 2017

LAB AND RESEARCH EXPERIENCE

Butane Independent Study (June 2016-August 2016): Collected gas samples to determine relative molecular mass (RMM) in a variety of different containers

Senior Research Project (September 2016- February 2017): Spin Networks of Polyoxometalate - Organic Hybrids

RELEVANT WORK EXPERIENCE:

The Lubrizol Corporation, Wickliffe, OH; *Compliance Intern*

May 2017 - Present

Perform chemical evaluations of products/raw materials and reviewed toxicology data used in assessing health and environmental hazards using SAP EHS system

- Work with a compliance specialist to evaluate compliance, implement products of acquired companies, and record data in compliance management system
- Generate Safety Data Sheets for products and experimental sample shipments in order to meet OSHA GHS requirements
- Design department Intern SharePoint site and manage content, that includes a calendar, task assignment tool, worklist, training documents, and contact database

ADDITIONAL EXPERIENCE:

The Lubrizol Corporation, Brecksville, OH; *Americas Procurement Intern*

June 2016 - May 2017

Analyzed global quarterly spend utilizing internal SAP system, ensuring legal compliance of contracted and non-contracted purchases as well as providing basis for cost savings analysis

- Examined spending with minority-owned businesses on a quarterly basis, reporting values to internal and external parties in order to ensure compliance
- Monitored and compared monthly raw material prices from three of the largest distributors to assist with pricing negotiations

Ben & Jerry's Scoop Shop, University Heights, OH; *Shift Leader*

May 2015 - August 2016

Coordinated the duties of the staff during a shift, ranging from 1-5 scoopers by writing a to-do list, delegating tasks, and keeping staff focused and productive

- Trained 7 new staff members concurrently within 3 months and maintained ongoing training over the following six months

Jessica Simpson
123 Main St. - Cleveland, OH
(123) 456-8910 - Name@gmail.com

SALES EXPERIENCE

Key Holder, Montblanc

April 2018 - Present | Mentor, OH

- Organize over one dozen promotional events before and during opening of boutique, contributing to success of opening week, which saw revenue exceed projections by 18%
- Place orders to restock merchandise and handle receiving of all products
- Manage payroll, scheduling, reports, email, inventory, and maintain clientele book and records
- Implemented and integrated new register functions to improve efficiency

Sales Associate, Head of Women's Wear, Nordstrom - Collectors and Couture Departments

July 2017 - April 2018 | Mentor, OH

- Provided thoughtful, convenient service to customers, earning annual customer service award twice
- Promoted to head sales associate of designer women's wear due to merchandising ability and leadership skills
- Singlehandedly set up trunk shows and attended dozens of clinics for new incoming fashion lines
- Communicated with staff to ensure customers were 100% satisfied with tailoring and fittings
- Scheduled private shopping appointments with high-end customers

Sales Representative, Dial America

October 2015 - July 2017 | Westlake, OH

- Sold warranty coverage for home appliances for residents in the state of New Jersey
- Completed magazine subscription purchases for returning and new customers
- Activated account protection and purchase for credit card holder accounts from various companies
- Answered customer requests, or inquiries and directed customer's to helpful resources
- Provided accurate personal information from customer files and accounts
- Documented all customer information, and information based on the call in CRM system

Member Services Agent, Manson and Co.

May 2015 - August 2015 | Berea, OH

- Performed all duties associated with health care advocacy including assisting members of CIP with plan information and updates, explaining additional benefits unknown to the member, troubleshooting invalid claim processing, payments and doctors' visits
- Worked with Team Leads of the inbound calling department to help train current agents improve their call flow

ADDITIONAL EXPERIENCE

Assurance Intern, Newman Company

January 2015 - March 2015 | Cleveland, OH

- Reviewed and completed 10K financial statement tie outs
- Tested various audit controls, including establishing qualifications of individuals within an organization and reviewed invoices for proper revenue recognition

EDUCATION

Bachelor of Science in Business Administration, John Carroll University

Major: Marketing,

May 2017 | University Heights, OH

Susan Boyle

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(216) 123-4567 | student@jcu.edu

RELATED EXPERIENCE:

Group Management Services, Inc., Richfield, OH

January 2017 - Present

Account Manager

Provide professional human resources services and consultation to clients via phone, email, and in person.

- Conduct on average 22 in person client appointments a month to analyze client needs and proactively consult with clients. These meetings address appropriate human resources strategies, best practices, policies, and procedures to increase client satisfaction.
- Manage 55 clients across a variety of industries in and around the Cleveland market and maintain a 95% retention rate.
- Promote and educate client on GMS sponsored employee and employer benefits such as healthcare, dental insurance, vision insurance, 401k and time clock systems. This is implemented in collaboration with various departments at GMS.
- Develop & lead trainings to instruct organization managers, supervisors, and employees in human relation skills such as supervisory skills, conflict resolution skills, interpersonal communication skills and effective interaction skills.

WellnessIQ, Independence, OH

May 2015 - December 2016

Account Manager

Managed new and existing client relations, 32 collectively, and drove engagement within the wellness program.

Focused on project management of client customization and integration of services.

- Built relationships with Sales, Brokers, Consultants, the Implementation Team and Operations through the implementation of the program & the life of the client.
- Prepared and coordinated formal presentations regarding product, plan design, member education, services results, and renewals. These presentations revolved around the online platform, the basis of the product.
- Created agendas, minutes, deliverable tracking and other projects documentation to communicate progress internally and externally.
- Organized and oversaw client site visits, screenings and health fairs by working with vendors to execute a successful event.
- Developed a strong understanding of HIPPA, ACA & GINA guidelines and procedures.

Aspire Brands, Westlake, OH

January 2014 - April 2015

Sales Coordinator

Supported 12 US and Canadian account managers.

- Internally implemented custom requests through Retail Marketing and Creative departments.
- Worked with New Product Development on specific account projects.
- Interacted with retail counterparts for administrative & sales needs.
- Generated sales and promoted all Aspire Brands' products.

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ADDITIONAL EXPERIENCE:

Invacare, Elyria, OH

November 2013 - January 2014

Administrative Professional

- Maintained the central repository for all employee training records.
- Assisted with preparing and administering various training programs.
- Prepared and distributed training aids such as instructional material, handouts, evaluation forms, and visual aids; set up audiovisual equipment.
- Assisted trainers with administering training effectiveness tests.

Quality Executive Partners, Bedford, OH

September 2013 - November 2013

Administrative Professional (Temporary)

- Developed a thorough on-boarding process for new employees.
- Supported a team of 30 consultants.
- Some responsibilities included: editing spreadsheets, managing supply inventory & organizing binders. Assisted in coordinating team meetings.

All American Relocation, Strongsville, OH

February 2011 - August 2013

Sales Representative

- Strategically educated customers and sold quality and cost effective relocation and storage services throughout Northeast Ohio.
- Maintained strong relationships with current and potential customers to effectively address questions and concerns.
- Created in-home inventory reports & quotes for customers.
- Prepared status reports including sales activity.

Bryant & Stratton College, Parma, OH

April 2008 - February 2011

Business Office Assistant

- Supported multiple projects in the Business and Financial Aid Offices.
- Responsibilities involved Human Resource assistance, Wellness Program leaders, payroll processing, on-boarding, accounts payable, and accounts receivable, generation of weekly & monthly reports, daily cash deposits/reconciliations & purchase order processing.
- Served as a confidante for numerous Business Office related concerns.

EDUCATION:

John Carroll University, University Heights, OH

August 2005

Bachelor of Arts, Communications

COMPUTER SKILLS:

Microsoft Office, Oracle, CRM, Salesforce, HRP