

BUSINESS STUDENTS' GUIDE TO WRITING RESUMES

What is a resume and why do I need one?

A resume is a marketing tool that you use to sell yourself to an employer. It is a written advertisement and summary of your educational background, skills, experience, activities, and honors. Only positive information and strengths are included. Do not ever mention weaknesses on your resume. The primary purpose of a resume is to obtain an interview.

Do's and Don'ts

Format

Do....

- Keep your font size 10-12pt.
- Keep it short and to the point. Resumes for new or recent undergraduates are typically one page in length.
- Make sure your resume is one full page or two full pages- not a page and change.
- If your resume is more than one page, put your name and page number on the top of each page.
- Make your section headings stand out by putting the type in bold, underlining it, or using all capital letters.
- Keep the format and spacing uniform. Either place your dates immediately after the corresponding item or line them up in the right-hand column but do not do both.
- Keep the sentence structure uniform throughout the resume. If you start out using full sentences, finish with full sentences.
- Use present tense for things you are still involved in.
- Put dates in the format of month and year (example: April 2009) and be sure to include start and end dates for all activities except graduations, certifications, Dean's List, and study abroad experiences. For graduations and certifications, note only the month and year of completion. For Dean's List and study abroad it is best to name the semester and give the year such as Spring 2009.
- For anything you are still involved in (except education), list the end date as "present." Remember that if you get into an honor society, you are in it for life unless you are officially dismissed.
- List all items in reverse chronological order (most recent first) within each section.

Appearance:

Do....

- Use plain black ink, a simple format, and a simple font style such as Times New Roman or Arial.
- Use a letter-quality printer, a word processor, or a carbon ribbon quality typewriter.
- Use paper that is a neutral color such as white, gray, or beige. Using resume paper is optional.
- Put your resume in a portfolio, folder, or at the very least, a plastic page protector when attending interviews, information sessions, or job fairs.

Don't....

- Fold, staple, spill your coffee on, or otherwise damage the appearance of your resume.
- Use a lot of decorative line, boxes, shading or shadowing.

Structure:

Do....

- Use action words and phrases and be specific when describing responsibilities and accomplishments in your experience and activities sections. Career Services offers a handout containing a comprehensive list of these words.
- Include a skills section.
- When listing organizations or clubs on your resume, provide a brief description of what the organization is, events participated in, and any leadership roles.
- Include a reference list on a separate sheet of paper.

Don't....

- Mention any of your weaknesses or include negative information.
- Sell yourself short by leaving off skills, community service, and activities where you held leadership roles or accomplished great things.
- Use personal pronouns such as, "I, my" etc.

Editing:

Do....

- Proofread your resume by hand at least once to check for errors and do not rely solely on your computer's spell checker to catch everything.
- Read your resume out loud after you have finished it as another way to check for mistakes. Also, have someone who may not be familiar with everything you have done read it to see if everything makes sense to them.

General

Do....

- Remember that writing a resume is an art, not a science. It is very subjective but the bottom line is you must be comfortable with its contents. Keep in mind that your resume is a work in progress.
- Remember that it is acceptable to include volunteer work and religious activities.

Don't....

- Include a photograph, salary expectations or irrelevant personal data such as interests, marital status, health status, social security number, age, religion, citizenship status, or national origin.
- Lie or exaggerate information

A Cautionary Note about Using Resume Templates

Although it can be very tempting to use resume templates, Career Services does not recommend them for several reasons:

- Employers see thousands of resumes a week and looking at the same thing gets boring. They can look at the format of a resume and know immediately if it is a template. If they think it is, they may make assumptions about the applicant not taking the time to create an original resume.
- Templates are very restrictive in terms of the structure and the amount of information you can include.
- Templates are used frequently by others and so if you use a template, your resume will not stand out from the crowd.
- The default settings on resume templates do not allow you to change the margins, font, or spacing. Additionally, some templates may automatically include section headings that you do not need or want, such as Salary Requirements and Reference Lists.
- Template resumes can cause problems with scanning and faxing. Employers who have problems scanning your resume into a database may not take the time with a document that is a hassle – and it may end up in the trash.

Contact Information

Do....

- Center your name at the top of the page and make sure it stands out by keeping it slightly larger if possible (but no larger than 14pt. font) than the rest of your resume. Additionally, you have the option of putting it in bold and/or underlining it.
- Use a professional-sounding email address, such as your first initial and your last name.
- Remember to remove the hyperlink from your email address by right-clicking on it and selecting the, “remove hyperlink” option.
- Include at least one contact phone number and label it as, “home” or, “cell.”
- If two addresses are used, be sure to label them appropriately by using terms such as, “Current Address, Campus Address, Present Address, Home Address, or Permanent Address.” Also, place your current address on the left
- Remember, you do not have to include your street address if you don’t want to but you must include a phone number.

Objective

An objective is optional but employers prefer one. It is two sentences long at the most and is either very specific or left off entirely. It can be as simple as “To obtain _____ position (or internship) with (insert company name here).

Do....

- Tailor your objective to suit each job or internship you are applying for.
- Leave the objective off for job fairs and if you are posting your resume in one of the online resume books.
- If you use an objective on your resume, place it immediately below your contact information.

Education

The following items must be included: the degree(s) you earned, the institution attended including city and state, any minors, and month and year of graduation. Be sure to spell out the degree (i.e. Bachelor of Science NOT B.S.)

The following items are optional: Cumulative GPA (if 2.9 or above), major GPA (if 3.0 or above), study abroad, related courses, and Dean’s List

Please Note: If you attended a college or university but did not receive a degree or certificate, do not include that institution in your education section.

Do....

- Put your education section immediately below your objective (if you have one) or immediately below your contact information.
- Put your GPA in perspective (example: 3.2/4.0) because not every school uses a 4.0 scale.

Experience

- This section can include paid and unpaid or volunteer experience and internships as well as related and unrelated experience and military experience.
- It does not have to include every position held and related experience can be listed in a separate section if desired.
- Include the position title, company name, city and state, dates worked, and list major duties in order of importance preferably using bullet points but paragraph form is acceptable.

Skills

- **Possible items to include:** computer skills (with knowledge level), languages and/or codes known (with knowledge level), commercial driver's license, and current certifications.
- **Computer skill levels in order of proficiency:** basic, working, proficient, expert.
- **Language skill levels in order of proficiency:** basic, conversant, fluent, native speaker.
- **IMPORTANT:** Do not label that you are proficient, expert, conversant or fluent unless you are because the company can test you.

Activities, Honors, and Memberships

- These can be combined into one section or listed separately if space allows. Include on and off campus items.
- Religious involvement, community service, fraternities/sororities, clubs, organizations, etc. can be listed here
- Include a brief explanation of the award, honor or activity if it's not clear from the title. (i.e. Omicron Delta Kappa – National Honor Society).
- Include number of hours you dedicate to an activity especially if it is more than 10 hours a week. This will show the employer the amount of time dedicated outside of class and work.
- Leadership roles should be highlighted.

Other Optional Sections and Items

Travel, Military Experience, Publications and Patents

Action Verbs & Phrases

The words that you use to describe your experience, activities and other categories should convey skills that you have developed and what you have to offer an employer. To do this you need to use strong action verbs and self-descriptive words. This will help to get the potential employers attention. One thing to beware of when using these words is that you do not want to sound boastful or arrogant. In addition to using action verbs, make sure that you use concise phrases, instead of complete sentence, and quantify them as often as possible. Following is a list of action verbs and phrases to help you get started.

Action Verbs

accomplished	composed	eliminated	inspected	presented	solved
achieved	computed	employed	inspired	presided	sorted
acquired	conceived	enforced	installed	prevented	specified
activated	conducted	engineered	instigated	processed	sponsored
adapted	consolidated	enlarged	instituted	produced	staffed
adapted	constructed	equipped	instructed	programmed	staged
addressed	consulted	established	integrated	projected	standardized
adjusted	contacted	estimated	interpreted	promoted	started
administered	contributed	evaluated	interviewed	proposed	stimulated
advanced	controlled	examined	introduced	proved	streamlined
advised	conveyed	exceeded	invented	provided	strengthened
advocated	coordinated	executed	investigated	published	stretched
allocated	corresponded	exercised	judged	purchased	structured
analyzed	counseled	expanded	lectured	raised profits	studied
anticipated	created	expedited	led	realized	succeeded
applied	critiqued	explored	liquidated	recommended	suggested
appointed	decentralized	extended	located	recorded	summarized
appraised	decided	facilitated	made	recruited	supervised
approved	decreased	financed	maintained	reduced costs	surveyed
arranged	defined	forecasted	managed	reduced	sustained
assembled	delegated	formed	marketed	re-established	synthesized
assessed	delivered	formulated	mastered	regulated	systematized
assigned	demonstrated	fostered	measured	renegotiated	tailored
assisted	designated	founded	mediated	reorganized	taught
attained	designed	fulfilled	minimized	reported	tested
audited	determined	functioned	modernized	represented	tightened
budgeted	developed	generated	modified	researched	traded
built	devised	governed	monitored	resolved	trained
calculated	diagnosed	guided	motivated	restored	transacted
catalogued	directed	handled	negotiated	retained	transferred
categorized	discharged	helped	observed	revamped	translated
centralized	discovered	hired	operated	reviewed	tutored
chaired	displayed	identified	organized	revised	uncovered
changed	distributed	illustrated	oversaw	scheduled	undertook
clarified	documented	implemented	participated	searched	updated
coached	doubled	improved	performed	selected	used
collaborated	drafted	improvised	persuaded	served	utilized
collected	dramatized	increased	pinpointed	shaped	verified
combined	earned	influenced	pioneered	showed	wrote
communicated	edited	informed	planned	simplified	
compiled	effected	initiated	predicted	sold	
completed	elicited	initiated	prepared	solicited	

Action Phrases – this is a sample list of skills found in a cross section of careers. Jot down examples of situations in your work experiences (in a job, internship, student organization, volunteer, or coursework) that demonstrate these skills. Then try to incorporate those skills into your resume and/or cover letter.

administering medication	listening to others
administering programs	maintaining a high level of activity
advising people	making decisions
analyzing data	managing an organization
analyzing problems	meeting new people
auditing financial reports	meeting people
being thorough	motivating others
budgeting expenses	motivating others
calculating numerical data	negotiating/arbitrating conflicts
checking for accuracy	operating equipment
classifying records	organizing files
coaching individuals	organizing tasks
collaborating ideas	overseeing operations
collecting money	persuading others
comparing results	picking out important information
compiling statistics	planning agendas/meetings
comprehending ideas	planning organizational needs
conducting interviews	predicting futures
conducting meetings	preparing written communications
coping with deadlines	prioritizing work
counseling/consulting people	promoting events
creating new ideas	proposing ideas
deciding uses of money	providing discipline when necessary
defining a problem	questioning others
delegating responsibility	raising funds
determining a problem	reading volumes of material
developing a climate of enthusiasm, teamwork, and cooperation	recommending courses of action
developing plans for projects	relating to the public
displaying artistic ideas	reporting information
dramatizing ideas	running meetings
editing work	selling ideas
enduring long hours	selling products
enforcing rules and regulations	setting priorities
entertaining people	setting up demonstrations
estimating physical space	setting work/committee goals
evaluating programs	speaking to the public
expressing ideas orally to individuals or groups	summarizing information
finding information	supervising employees
gathering information	taking personal responsibility
generating accounts	teaching/instructing/training individuals
handling complaints	thinking in a logical manner
handling detail work	thinking of creative ideas
imagining new solutions	writing for publication
interacting with people at different levels	writing letters/papers/proposals
inventing new ideas	writing reports

Education

University of Delaware, Newark, DE

Graduated May 2012

Cumulative GPA: 3.8, Magna Cum Laude

Bachelor of Science in Hotel, Restaurant, and Institutional Management; Minor in Spanish

Study Abroad Panamá *Universidad Tecnológica de Panamá*

Winter 2012

Immersion into Spanish language and Panamanian culture by living independently, taking courses, and volunteering at an orphanage in Panama.

Hotel and Restaurant Experience

Harrah's Resort and Casino Atlantic City- Management Intern

Summer 2011

- Trained as a manager within hotel operations including front desk, housekeeping, front services, and environmental services.
- Presented a case study to executive management to implement a preventative maintenance program for 2,590 guest rooms and 100 hallways which included processes, costs, and benefits. Recommendations were successfully implemented.
- Completed Legendary Leadership Essentials training to effectively manage, coach, and motivate employees.
- Participated in a continuous improvement project to increase the efficiency of the house-persons by eliminating wasted time through better processes and standardizing procedures.

Courtyard Marriott at the University of Delaware- Student Intern

February 2011- May 2011

- Rotated through the different positions within the hotel including front desk, housekeeping, engineering, food and beverage, administration, and night audit. Planned the opening of the hotel patio serving area.

Vita Nova Restaurant- Front and Back of the House

2008- 2012

- Rotated through 17 positions in front and back of the house operations in a 5 star restaurant, including sous chef, manager, and sommelier. Trained in safety, sanitation, and quality/cost control.

Walt Disney World® Resort – College Intern

September 2010 - January 2011

- Provided excellent service and a magical experience for all guests at the resort.
- Managed table assignments using a Table Management System for as many as 300 guests per night. Estimated correct wait times to guests and optimized turnaround time by assisting servers.
- Answered guests' inquiries with excellent service and made reservations using A La Carte reservations system.

White Sands Hotel and Spa – Front Desk Agent

Summer 2009

- Managed front desk handling reservations and check in/out through use of Visual One PMS.
- Responsible for resort sales and customer service, provided room tours, and trained staff.
- Entrusted with cash management, processed payments and deposits.

Jack Baker's Wharfside Patio Restaurant - Server

Summer 2008, 2009, 2010

- Coordinated counter service and cashiered with Digital Dining Point of Sale System, expedited, and ran food.
- Communicated special requests, performed opening and closing activities, and trained new staff.

Gennaro's Italian Restaurant - Server

April 2005- May 2008

Sales and Marketing Experience

Walt Disney World® Resort- College Program Campus Representative

May 2011- May 2012

- Successfully marketed and promoted the Disney College Program to students by using social media and making presentations at organization meetings. Conducted Q&A meetings for students accepted to the program.

Student City- Campus Sales Representative

September 2011- April 2012

- Provided marketing and sales for Spring Break vacations and up sold optional packages. Prepared and delivered marketing presentations promoting various locations, and assisted travelers with payment and travel.

Honors and Organizations

Professional Conventions Management Association

2009- 2012

- *Public Relations Chair* - Promoted and organized events such as the annual social event and a speaker series.

Alpha Delta Pi Sorority

2009- 2012

- *Formal/Semiformal Chair*- Personally planned a formal event for 250 people. Established relationships with venues and disc jockey, handled budgets as well as venue and sorority contracts. Organized transportation to and from the event, and facilitated on site.

Other Organizations: PR Team of Hotel, Restaurant, and Institutional Management, Hospitality Club, Alpha Lambda Delta Honors Fraternity, Golden Key International Honors Society, Student City Spring Break Organizer

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Permanent Address
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EDUCATION

University of Delaware, Alfred Lerner College of Business and Economics 5/2013
Bachelor of Science in Operations Management
Bachelor of Science in International Business
Minor: Spanish Studies
GPA: 3.13/4.0
Study Abroad: Spain: Spanish Language, Business, and Society 1/2012 – 5/2012
Costa Rica: Spanish Language and Literature 1/2010

EXPERIENCE

Intern, Harristown Enterprises/International Institute for Exchange Programs, Harrisburg, PA 5/2012 – Present

- Support the operation of an exchange program involving dozens of companies that currently employ 300 seasonal international employees
- Improved the efficiency of a database containing the information for thousands of employees
- Assist in the management of leases for all international employees at five housing complexes
- Investigate possible commercial real estate investment opportunities by visiting sites and submitting a summary and opinion to company board members
- Analyze the benefits and projected profitability of entering the residential real estate market
- Write press releases for new outside enterprises opening within the Harristown-owned complexes

Intern, American Federation of State, County and Municipal Employees, Harrisburg, PA 6/2011 – 8/2011
6/2010 – 8/2010

- Prepared presentations complete with cost estimates for dozens of subcontracting cases
- Analyzed the efficiency of work processes in an attempt to identify more optimal strategies
- Implemented Excel database for arbitration awards to expedite research process
- Participated in business meetings, grievance hearings, and business luncheons
- Attended contract negotiations between union and Commonwealth for 45,000 employees

SKILLS

- Conversant in Spanish with first-hand knowledge of both Latin American and Peninsular Spanish culture and business practices
- Extensive knowledge of Microsoft Office, particularly Excel
- Exceptional understanding of PC and Mac hardware and software

ACTIVITIES

- Executive-Mentor Scholars Program 4/2011 – Present
 - Selected from dozens of applicants to participate in the prestigious academic program where students are paired with a professional mentor in their field of interest in order to gain valuable insight relating to their career aspirations
- Students In Free Enterprise Founder 9/2011 – Present
 - Initiated contact with the national headquarters in order to establish a team on campus
 - Helped to create club structure, mission and constitution in preparation for full recognition by the University
- Delta Tau Delta Fraternity 3/2011 – Present
 - Founding member of the fraternity at the University of Delaware
 - Chair “The Road” committee tasked with organizing and running events focused on preparing members for success after college
 - Participate in volunteer events both on campus and within the local community
- Volunteer English Teacher 2/2012 – 5/2012
 - Organize and teach English class at an economically challenged school in Spain.
 - Interact with professors, students, and parents from a wide variety of backgrounds while teaching American culture and improving personal Spanish speaking abilities

Alexander J. Smith

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CAREER OBJECTIVE

To obtain a full time position in management.

EDUCATION

Bachelor of Science in Management, University of Delaware, Newark, DE May 2013
Minor: International Business

Related course work: Business Management, Finance, Marketing, Information Technology Management, International Business, Business Law, Structural Organization, Microeconomics, Macroeconomics, International Economics, Oral Communications in Business, Accounting

SKILLS

Hands-on experience in management and motivation; Knowledge of Microsoft Office - Excel, PowerPoint, Microsoft Word, Microsoft Access, Outlook; Conversant in Spanish; Superior communication, sales, and research skills. Special training in credit sales and account management.

RELEVANT EXPERIENCE

Retail Management Intern, Wal-Mart Stores Inc, Kennett Square, PA Jun. 2011 - present

- Discuss plans for improvement in management meetings
- Take part in and delegate sales floor and inventory projects
- Attend bi-weekly market conference calls discussing corporate goals
- Assist managers in leadership operations by motivating and guiding associates
- Ensure associates are aware of corporate goals

Intern, DEXSTA Federal Credit Union, Wilmington, DE Jun. – Sept. 2010

- Handled withdrawals/deposits and ensured drawer was balanced each day
- Dispensed bonds and other financial services
- Worked with members to better organize their accounts and loans
- Served members both face-to-face, on phone, and via mail

Business Development Sales Associate, Swift Financial, Wilmington, DE Jun. – Aug. 2009

- Contacted small business owners and sold lines of credit
- Talked with customers to learn about their business' needs and desired products

OTHER EXPERIENCE

Installation Assistant, Traffic and Safety Signs Inc, Kennett Square, PA Sep. 2009 – May 2011

- Set up detours around the New Jersey/Pennsylvania areas
- Worked closing I-95 during extensive repaving project

Landscaper, Immaculate Heart of Mary Parish, Wilmington, DE Jun. – Aug. 2008

- Worked outside and inside to ensure the school was prepared for the upcoming year

Administrative Assistant, KT&D Inc, Wilmington, DE Jun. – Aug. 2007

- Organized data on the computer and in folders

ACTIVITIES/HONORS

Blue Hen Marketing Club Newark, DE Feb. 2009 - Present

Intramural Softball League Newark, DE May 2008 - Present

DeSales Chapter of the National Honors Society Wilmington, DE 2008

Member of State Champion Football and Swim Teams Wilmington, DE 2008

SAMANTHA SANTUCCI

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PERMANENT ADDRESS

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CURRENT ADDRESS

1 MAIN STREET
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EDUCATION

University of Delaware, Newark, DE

Double Major: Bachelor of Science in Sport Management & Marketing

Dean's List - Spring 2009, Fall 2010, Spring 2010, Fall 2011, Spring 2012

May 2013

GPA: 3.53/4.0

RELATED EXPERIENCE

OPERATIONS STAFF

University of Delaware Athletics, Newark, DE

Spring 2010-Present

Work as part of a team to organize and ensure all athletic events run smoothly. Interact with athletes, fans and officials to ensure a positive experience and friendly atmosphere.

PARTNERSHIP SALES INTERN

Brooklyn Nets & Barclays Center; Brooklyn, NY

June 2012-August 2012

Conducted research on prospective companies to secure sponsors and partners for both the arena and team. Worked along side a creative team to devise promotional opportunities and activations to prospects and secured partners.

TICKET OPERATIONS INTERN

Staten Island Yankees - Mandaley; Staten Island, NY

May 2011-August 2011

Worked in the box office of the New York Yankee's affiliate Minor League Single A baseball team processing ticket orders, selling tickets, assisting customers on a daily basis, organizing financial and attendance reports as well as providing data based on ticket sales of the projected attendance for each concession stand. Promoted to manager of the box office responsible for supervising part-time employees and addressing all customer service issues on game days.

IMG COLLEGE MARKETING INTERN

University of Delaware Athletic Department, Newark, DE

September 2010-December 2010

Worked with local sponsors during IMG's inaugural year at Delaware to secure sponsorships and donations for various athletic events. Reported on game days to ensure that all advertising for sponsors was performed proficiently and recorded all cash sales from program distributions.

MARKETING INTERN

Wagner College Athletic Department, Staten Island, NY

June 2010-August 2010

Secured new sponsors for the Athletic Department as well as group ticket sales for football and basketball games. Helped to raise money for the Sal Alberti Memorial Golf Classic which raised over \$50,000 towards athletic scholarships. Contributed to organizing the honorary game for the 1960 undefeated team and the annual newsletter to alumni.

EXPERIENCE

STUDENT ASSISTANT

University of Delaware - Lerner College Career Services Center

Fall 2011-Present

Work 12 hours a week as a full time student critiquing undergraduate resumes. Advising students on general career direction, job search, and networking skills.

RECEPTIONIST

University of Delaware - Writing Center

Fall 2009-Present

Work 5-10 hours a week checking in clients, assisting tutors and updating clientele information. Initiated process improvement systems through the database and communicate effectively with students, tutors, and faculty.

ACTIVITIES

Selected to be a member of the Lerner College's Executive Mentor Scholar Program, National Society of Leadership & Success, Business Student Association, Future Professionals of the Sport Management Industry, Sport Management Big/Little Program and Project Sunshine Member

SKILLS

Proficient in Microsoft Office, iWork, Ticketmaster's Archtics, AdDatabase; basic knowledge of HTML, SQL

SHELBY PASSA

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EDUCATION

University of Delaware Bachelor of Science in Marketing and International Business Studies Minor: French Studies Cumulative GPA: 3.5/4.0 Study Abroad: Paris, France	Newark, DE May 2012 Fall 2010
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SKILLS

Proficient in Microsoft Office (Excel, Word, Access, PowerPoint, Outlook)
Experience with HTML, Bloomberg, QuickBooks, Microsoft Publisher, SPSS, StratSim
Advanced knowledge of French language (reading, writing, and speaking)
Exceptional interpersonal and communication skills, verbal and written

EXPERIENCE

Cronin & Company, Marketing Intern, Glastonbury, CT	June - August 2011
<ul style="list-style-type: none">• Specialization in Broadcasting within the Creative Department, additional experience in Public Relations• Worked on location for project development in New York City• Participated in grassroots event for the Department of Public Health	
CPA Services, LLC, Administrative Assistant, Marlborough, CT	April 2003-June 2011
<ul style="list-style-type: none">• Created social media presence by developing Facebook page, increased reach by 600% in 1 week• Performed clerical tasks, word processing, and QuickBooks for privately owned CPA firm	
Chili's Bar & Grill, Hostess, ToGo Specialist, Server, Glastonbury, CT	January 2009-August 2011
<ul style="list-style-type: none">• Trained new employees for Hosting and ToGo Specialist positions• Interacted with and responded to needs of customers• Prepared restaurant for efficient, sanitary, and productive daily business	
Rite Aid Pharmacy, Sales Associate, East Hampton, CT	May 2007-August 2008
<ul style="list-style-type: none">• Responded to customer needs by providing services of convenience and conducting sales transactions• Coordinated with Pharmacy Technicians, Vendors, and Regional Managers• Facilitated a smooth transition when original employer was acquired by a national company	

ACTIVITIES

Blue Hen Marketing Club, collegiate affiliate of the American Marketing Association	2009-2012
<ul style="list-style-type: none">• Events and Promotions Committee member• Mentor Program: Upperclassman Mentor to introduce new students to campus and the club• Actively participate in various networking events	
Silver Wings, student-run volunteer organization	2009-2012
University of Delaware Sailing Club	2011-2012
Intramural Soccer	2009-2010
CURE Chief® Production Company, Co-founder at Jack Jackter Intermediate School	2006-2008

AWARDS/HONORS

- Dean's List, Spring 2009-present
- National Honor Society, 2007-2008
- State Department of Education, student representative, 2007

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OBJECTIVE

A challenging, entry-level position in the hospitality industry.

EDUCATION

University of Delaware, Newark, DE

May 2012

**Bachelor of Science in Hotel, Restaurant, and Institutional Management
Business Administration Minor**

Major GPA: 3.8

Overall GPA: 3.4

EXPERIENCAL EDUCATION

Vita Nova Restaurant, Newark DE

Fall 2011

- Student run restaurant includes 20 hours a week for 12 weeks. Positions involve task rotations and extensive training in all front and back of the house operations

Marriott Courtyard, Newark DE

Fall 2010

- Student intern program consisting of 108 hours of lodging rotations, front desk, sales and marketing, food and beverage, night audit, housekeeping, administration and conference service management

WORK EXPERIENCE

Event/PR Intern, Meals on Wheels Delaware, Wilmington, DE

Fall 2011-Winter 2012

- Contributed to soliciting, marketing and fundraising efforts
- Supported office staff with data entry and reporting in the Raiser's Edge database
- Communicated with chef and owner participants for three major fundraising events
- Distributed sponsorship/donation request mailings and feedback surveys
- Event set up, volunteer control, oversaw auctions, attended to chefs and guests

Snack Bar Employee, Round Hill Club, Greenwich, CT

Summer 2010 & 2011

- Food preparation, inventory control, and followed standard snack bar procedures
- Worked efficiently with a team in a small environment
- Took initiative to please members without going through management

Server/Secretary, Tamarack Country Club, Greenwich, CT

Summer 2009

- Responsible for open/close tasks, pool side orders and working private parties
- Knowledge of members on a personal level
- Supported Accounting Department with data entry and clerical work
- Front Desk Receptionist with knowledge of summer itinerary, club standards/rules, & information about various departments

Hostess, Beach House Café, Old Greenwich, CT

Winter 2009 & Summer 2009

- Responsible for reservations and seating charts
- Knowledge of business hours, directions, menu, & special events
- Created relationships by exceeding expectations and anticipating specific needs
- Supported the serving, bartending, and busing team

AWARDS, HONORS, AND SKILLS

Dean's List

2010 - 2012

Food Bank of Delaware Volunteer

2011 - 2012

Emmaus House Volunteer

2008 - 2009

Chi Omega Fraternity

2010 - 2012

Professional Convention Management Association (PCMA)

2008 - 2009

Brooke Bartolo

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Permanent Address
415 Char Ridge West
New Field, CT 06412

EDUCATION

University of Delaware

May 2013

Bachelor of Science in Marketing and Operations Management

Overall GPA: 3.5/4.0

Study Abroad: London, Spring '12

Dean's List: Fall '09-Spring '12

University Merit Scholarship: Fall '09-Present

National Society of Collegiate Scholars: Fall '09-Present

Alpha Lambda Delta Honor Society: Spring '10-Present

EXPERIENCE

University of Delaware, Career Services, Newark, DE

Sept. 2011-Present

Student Assistant

- Offers basic career advice and conducts resume critiques for undergraduates in the Lerner College of Business and Economics.

University of Delaware, First Year Seminar Program, Newark, DE

Sept. 2011-Present

Peer Mentor

- Student liaison serving as a resource and role model for first year students. Responsible for building a sense of academic community and fostering an inclusive culture for students through a first year seminar course.
- Conducts various lectures, power point presentations, and student panels for the class.

Target Corporation, Newark, DE

Aug. 2011-Dec. 2011

University of Delaware Campus Liaison

- Assists Target's campus recruiting process by reaching out to and following up with potential applicants, as well as hosting classroom presentations and informal meet-ups with prospective Target Executives and Executive Interns.
- Interviews high potential applicants with current executives and district managers.

Target Corporation, Wilmington, DE

June 2011-Aug. 2011

Executive Intern

- Implemented and managed a project focusing on advertised merchandise instocks to increase profitability and provide quality guest experience within the store. Managed talent and led a team that improved "best practices" and store metrics.
- Supervised daily functions and guest experience storewide when operating as "Leader on Duty."
- Leadership strengths identified by district manager and mentor: Communicates Effectively, Engages and Inspires Others, and Relates Well to Others.

University of Delaware, Newark, DE

June 2010-July 2010

New Student Orientation Leader

- Interacted with hundreds of families every day preparing new students for their experience at UD.
- Provided students with information in relation to social and academic life at the University through power point presentations and individual interactions.
- Led ice breakers and discussions with small groups and gave tours around campus.

LEADERSHIP/ACTIVITIES

Vocal Point, A Cappella, *President*

Fall 2009-Present

- Responsible for organization and management of group; obtains gigs, serves as main contact, manages task-specific committees.

Student Government Association, *Community Service Chair, Programming Committee*

Fall 2010-Present

- Coordinates community service events for SGA and serves as a liaison between administration and the student body.

Executive Mentors-Scholars Program

Fall 2011-Present

- Develop a one-on-one mentoring relationship with a Chief Operating Officer of a NY Law Firm
- Gain insight into professional workforce and business world while preparing for successful employment.
- Review and discuss PR proposals for company, set goals for future, and discuss applications of academic studies into the business world through phone calls and meetings once a semester.

SKILLS Proficient knowledge of Microsoft Office (Word, PowerPoint, Excel, Access)

Sara A. Smith

14 Main Street, Newark, NJ 18209

Sas123@udel.edu

Cell: (555) 240-1234

Education:

Bachelor of Science: Management Information Systems (May 2012)

University of Delaware, Newark, DE

Minor: Marketing

Major GPA: 3.17/4.0

Related Coursework:

Management of Information Systems, Business Technology and Applications, Programming Business Applications, Financial Accounting, Managerial Accounting, Banking and Monetary Policy, Operations Management, Management and Organizational Behavior, Business Finance

Skills:

Computer: *Microsoft Office Programs* (Access, Excel, Word, PowerPoint), Webpage Design (XHTML, HTML, CSS, C++, JavaScript), computer programming languages (SQL, VBA), Microsoft Visual Basic Studio, MiniTab Statistical Software

Language: Intermediate Spanish Speaker

Experience:

Applications Development Analyst Intern (June 2011 – December 2011)

W.L. Gore & Associates, Inc. – Elkton, MD

- Transferred Oracle based reports to new Cognos reporting system using SQL code
- Verified accuracy of new reports and worked with other users to complete verification
- Created a training document for employees to learn how to use the new Cognos system

MIS Intern (Feb 2011 – June 2011)

Aloysius Butler & Clark Marketing and Consulting Firm – Wilmington, DE

- Researched demographic and company data for marketing projects
- Updated and inputted data for client and company websites
- Created monthly marketing progress reports for clients
 - Pulled and Analyzed numbers from Google Analytics and Adwords
 - Created useful graphs/figures to outline relevant statistics

MIS Intern (Jan 2011 – Feb. 2011)

Kenny Family ShopRite Franchise – Wilmington, DE

- Researched different software programs to implement within the company
- Redesigned an Excel database in Microsoft Access to improve user-friendliness and encourage employees to utilize it more often

Intern (Summer 2008, 2009)

Weidel Realtors – Bridgewater, NJ

- Researched and completed broker price opinions and comparative market analyses using various real estate databases and transferring the information to the different client databases
- Required to meet strict deadlines and provide functional, legitimate information to pass stringent quality checks
- Used the gathered data to ultimately provide price estimations for the client to utilize

Sheri L. Cohen

49 Stone Drive, Cherry Hill, NJ 08113
555-230-1250
student@udel.edu

OBJECTIVE:

Graduating college senior, majoring in economics, with hands-on marketing and communications experience, seeking a full time position to utilize and enhance my skills.

EDUCATION:

University of Delaware

Bachelor of Arts in Economics
Minor: Interactive Media

May 2012
Newark, DE
3.2/4.0 GPA, Dean's List

PROFESSIONAL EXPERIENCE:

TDM Pharmaceutical Research, LLC. – Contract Research Organization *Business Development & Administrative Intern*

June 2011-April 2012
Newark, DE

- Supported contract research laboratory in quality control as well as production, proofreading, and editing of method development and sample analysis reports
- Assisted in various administrative tasks including invoicing, project administration, and regulatory submission
- Performed business development initiatives including finding potential clients as well as website redesign planning including layout and copy writing

Baum's Dancewear, Inc.

Business Development & Marketing Associate

August 2005-Present
Philadelphia, PA

- Collaborate in seasonal merchandise selection and buying processes
- Contribute to photo shoot productions and perform layout and all copy writing for bi-annual catalogs distributed to approximately 20,000 customers as well as website presentations of seasonal merchandise
- Assisted in development of new e-commerce website design and currently manage website maintenance: baumsdancewear.com

Hillel of Greater Philadelphia – Nonprofit at Univ. of Pennsylvania

Summer Intern

June 2009-Aug. 2009
Philadelphia, PA

- Completed strategic planning initiative for improved operations for the incoming institutional director
- Executed fundraising research, which included developing promotional gift ideas as rewards for donations
- Updated DonorPerfect database of donors to promote efficiency by removing irrelevant entries

COMPUTER AND LANGUAGE SKILLS:

- Mac OS X, Microsoft Office: Word, PowerPoint, Excel, and Access, Adobe Creative Suite: Photoshop and Dreamweaver, Bloomberg, Minitab, HTML, CSS, and JavaScript
- Basic Spanish

EXTRACURRICULAR ACTIVITIES:

Delta Sigma Pi - Professional Business Fraternity

Feb. 2010-Present

- Participate in professional development and community service activities

Food & Culinary Club

Vice President

May 2011-Present

- Manage planning, marketing, and execution of club events for approximately 200 members

Club Treasurer and Co-Event Planner

May 2010-May 2011

- Managed a budget of \$800 and all financial activities including the club's checking account

James P. Smith

Cell: (555) 555 – 5538
student@udel.edu

Current Address:
1 E. Main St.
Newark, DE 19711

Permanent Address:
100 Toro Avenue
New York, NY 10000

OBJECTIVE

To obtain an accounting internship for the summer of 2013

EDUCATION

Bachelor of Science in Accounting and Finance – University of Delaware May 2014
University Honors Program
Major GPA: 3.666 – Cumulative GPA: 3.685

- Will obtain 150 credit hours upon graduation

Study Abroad: New Zealand Winter 2010

EXPERIENCE

Vendor, University of Delaware Box Office – Newark, DE September 2012 – Present

- Responsible for working approximately 15 hours per week, selling tickets for the majority of events held on campus
- Maintain security of funds through use of financial techniques and accounting internal controls

Data Entry, Insurance Verification, Landauer Metropolitan Inc. – Great Neck, NY June 2012 – August 2012

- Responsible for entering healthcare orders into database management software
- Worked as a member of a data management team, verifying numerous types of patient insurance

Marketing Consultant, Caterina Benincasa Monastery – New Castle, DE February 2012 – May 2012

- Worked with a marketing team to enhance techniques used to increase public knowledge of monastery and gift shop

ACTIVITIES

Risk Management Chair, Alpha Kappa Psi Professional Business Fraternity September 2011 – Present

- Founding Member of Omega Alpha Chapter at University of Delaware, assisting in the process of starting the chapter by recruiting members and organizing professional, social and philanthropic events to meet application requirements
- Responsible for maintaining a secure environment for approximately 75 brothers at social events
- Work with Executive Vice President to create and enforce a corporate ethics program for the chapter

Treasurer, Habitat for Humanity – University of Delaware September 2011 – Present

- Responsible for maintaining organization funds and keeping treasury account balanced at all times
- Participant in Habitat for Humanity Collegiate Challenge in Georgetown, SC - March 2009

Participant, PricewaterhouseCoopers xACT Case Competition October 2011
Participant, Blue Hen Leadership Program October 2011 – Present
Team Captain, Intramural Softball, Dodgeball, Flag Football – University of Delaware September 2010 – Present
Member, Accounting Students Association September 2010 – Present
Member, Business Students Association September 2010 – Present

HONORS/SKILLS

Alpha Lambda Delta National Academic Honor Society September 2011 – Present
National Society for Collegiate Scholars September 2011 – Present
National Semi-Finalist – Intel STS Research Competition January 2009
Advanced written and oral communication skills in Spanish
Proficient in Microsoft Office- Excel, Access, Microsoft Word, PowerPoint, Outlook
Basic knowledge of HTML

COMMUNITY SERVICE

- **Volunteer**, Ronald McDonald House – Wilmington, DE September 2009 – Present
- **Accounting Volunteer**, Relay for Life – University of Delaware April 2011

Kurt Martin Saunders

8 Creed Drive Millsboro DE, 15566

(555) 682-8989

E-mail: student@udel.edu

Education

University of Delaware, Newark, DE Graduation Date: May 2012 GPA: 3.0/4.0

- Bachelor of Science in Management Information Systems (MIS) with minors in Computer Science and Global Enterprise Technologies
- Honors Program; Dean's List
- Study Abroad in Australia/New Zealand (Winter 2009)

Related Course Work

- Business – Optimization and Modeling, Marketing, Accounting, Operations Management, Economics
- Computer Science – Programming experience, Computer Ethics, Intellectual Property in the Digital Age
- Communications – Mass Communications/Culture, Business Communications, Oral Communications
- Engineering -- Circuit Analysis, Signals/Systems, Digital Systems, Microprocessor Systems

Work Experience

JPMorgan Chase: *Corporate Academic Intern* Sept. 2011 – Present

- Currently work for GTI on the Firmwide Technology Capacity and Resiliency Team
- Develop new ways to classify application and hardware failures throughout the firm through ontological representation
- Analyze data from ticketing systems(including Conquest, Peregrine, and EURC) along with SLAs and KPIs
- Gather data and development tools from research articles, firmwide publications, and Industry publications

JPMorgan Chase: *Global Enterprise Technology Intern* Jan. 2011 – Aug. 2011

- Worked as an Application Developer for the Chief Investment Office Global Technology team
- Implemented code enhancements, bug fixes, database changes, and new releases
- Proposed a solution for incident management system communication problems to senior executives
- Conducted major development work for the CIO Office 2007 Migration. Remediated Excel and Access workbooks from Office XP to comply and function in Office 2007 formats.
- Devised scheduling logic for North American Autosys jobs to run on a 5x52 schedule.
- Analyzed database growth and data usage. Implemented purging logic on local database to control size.

University of Delaware: *Engineering Information Technology* Sept. 2010 – Dec. 2011

- Performed system rollouts, setup, configuration
- Troubleshoot user problems with MS Office, Network connectivity, and hardware
- Repaired and maintained desktop, laptop, and printer hardware

Rehoboth Toy and Kite Co.: *Marketing and Sales Management* Apr. 2005 – Sept. 2010

Technical Skills and Expertise

- Code release process and Systems Development Life Cycle (SDLC) methodology
- Microsoft Office (Excel, including macros, Word, Publisher, PowerPoint, Access, Outlook), SharePoint
- Global communications including conducting conferences with global teams through Telepresence, teleconference, video conference, and MS Office Communicator/Lync
- Operating systems: Windows, Unix
- Languages and development tools: Perl, Sybase SQL, Visual Basic, Autosys, DB Artisan, ClearCase, subversion

Leadership and Service

- UD Taekwondo Club- President 2010-2012, Treasurer 2009
 - Lead and promote the tenets of Taekwondo: Courtesy, Integrity, Perseverance, Self Control, and Indomitable Spirit
- Association for Information Systems – Treasurer 2011-2012
 - Manage the financial operations of the club, including fund raising, spending, and reimbursements
 - Ensure all monetary operations adhere to university accounting procedures and policies.
- Business Professionals of America Sussex Central Chapter – President 2007-2008
- Make-A-Wish Foundation, Leukemia & Lymphoma Society, American Cancer Society - Volunteer and Fundraiser

Honors and Awards

- Business Professionals of America - 2008, 1st place in State in VB.NET Programming, 2nd place in State in Computer Security; Information Technology; Marketing, Management & HR Concepts.
- Scholarships - Delaware Engineering Society Scholar, UD 1743 Distinguished Scholar.

Nicole Townsend

11 Richman Place • Downingtown, PA 15555
555.423.6561 • student@udel.edu

EDUCATION

University of Delaware, Newark, DE

- **Bachelor of Science in Finance**, Fall 2011
- **Bachelor of Arts in Art History**, Spring 2011
- Overall GPA 3.211

- University of Delaware Study Abroad:** Venice, Italy Winter 2011
- Studied international finance and management at the Consortium of Universities for International Studies

- University of Delaware Study Abroad:** Paris, France Summer 2008
- Studied the art and music history of France at Reid Hall, a school associated with Columbia University and the University of Pennsylvania

WORK EXPERIENCE

Vanguard Group, Malvern, PA Summer 2011

College to Corporate Internship: Participant Intelligence

- Focused on data-driven decisions to enhance client relationships
- Coordinated and enhanced the monthly automated cross-plan campaign communications
- Analyzed participant behavior and the cost benefit for campaign channel preference
- Measured cross-plan campaign effectiveness

Johnson & Johnson, Fort Washington, PA Summer 2010- Winter 2010

Tax Co-Op at McNeil-PPC, Inc

- Created accuracy within the legal ledger in order to aid in the precision of tax return calculations
 - Invented a new process to verify correctness between the legal and management ledgers
 - Managed the analysis and calculation of re-class entries
- Assisted with quarterly closing activities
 - Maintained tax account reconciliations
 - Calculated and posted tax journal entries
 - Gathered documents for use in SOX testing as requested
- Filed annual reports and estimated payments, as well as responded to notices
- Gathered and organized information for Pennsylvania sales and use tax audit

University of Delaware Residence Life, Newark, DE Spring 2008- Fall 2011

Resident Assistant for Honors Upper Division

- Helped connect and engage students living in residence hall communities

LEADERSHIP

University of Delaware Art History Department, Newark, DE Fall 2011

Teaching Assistant for Building of the Western World

- Planned and led review sessions for examinations, as well as graded reading responses

University of Delaware Finance Department, Newark, DE Spring 2011

Teaching Assistant for Principals of Finance

- Planned and led discussion sections that reviewed course material

University of Delaware Art History Club, Newark, DE Fall 2007- Fall 2011

President

- Researched and organized events for a club of 40 members
- Managed and delegated the responsibilities of the executive board

Treasurer

- Created budgets and tracked expenses for club activities

Fall 2010- Fall 2011
Fall 2009- Spring 2010

NICHOLAS SMITH

10 Lehigh Avenue, Newark, DE 19711

555-787-8528

student@hotmail.com

POST MBA / MS FINANCE PROFILE

Client Relationship Building / Asset Management & Growth / Strategic Planning & Execution

Consistent top performer with a track record of successful advancement achieved through proactive leadership, generating new business opportunities and producing bottom-line results for high net worth clients. Demonstrated success in investor relations, financial consulting, performance analysis / evaluation, portfolio development / optimization, asset allocation, and technical / fundamental trading analysis. Accomplished speaker and resourceful problem solver with proven ability to conceptualize and implement effective solutions. Effective communicator with strong team building skills and ability to coordinate cross-functional teams to accomplish objectives and meet critical deadlines in a high growth and diverse environment. Fluent in German.

CORE QUALIFICATIONS

- | | | |
|----------------------------------|-----------------------------------|--------------------------|
| ❖ Team Leadership & Motivation | ❖ Financial Management & Analysis | ❖ Business Development |
| ❖ Sales Cycle Management | ❖ Sales Forecasting & Branding | ❖ Product Marketing |
| ❖ Negotiations & Market Analysis | ❖ Account & Territory Management | ❖ Recruitment & Training |
-

PROFESSIONAL EXPERIENCE

EXELON TRADING CENTER, Newark, DE

2008 – Present

Educational trading facility designed to replicate trading floors in investment banks, brokerage houses, and hedge funds on Wall Street.

SENIOR TRADING PROCTOR

Provide instruction within workshops for Trading Center on financial markets, trading, and financial planning. Conduct simulated trading scenarios for students in addition to proving the highest technology tools available.

Selected Achievements:

- Obtained unique instructional position within University of Delaware's educational Trading Center while earning MBA and MS in Finance allowing continued market presence and educational opportunities.
- Secured Bloomberg Equity Certification to instruct students on Bloomberg terminals. Provided Reuter's software instruction utilizing extensive experience and expertise.

BANK OF AMERICA, New York, NY

2003 – 2008

Largest bank holding company in the US, by assets, and second largest bank by market capitalization serving clients in more than 150 countries.

CLIENT MANAGER AVP

Led and coached 20 team members delivering full financial / investment plans. Ensured successful asset management and allocation building relationships with high net worth clients internally and externally. Managed banking and investment relationships for mass affluent, high net worth, and ultra high net worth clients. Monitored regulatory compliance for New York Metro Team.

Selected Achievements:

- Generated \$70M within one quarter as #1 Client Manager out of 2,450 across the country. Ranked #1 nationally as a partnership referral source.
- Maintained top ten overall ranking for Northeast Region Client Managers throughout tenure.
- Trained new recruits to secure new funds from outside firm as “New to the Company Marketing Champion.”
- Recognized as top producer on team with perfect compliance record and spotless U4. Coached team on compliance processes and strategies while maximizing revenue generation as compliance leader.
- Won “Spirit of Excellence” Award in 2006 as a consistent top producer of loans, deposits, and investments. Selected for Certified Financial Planner designation.

THE MONY GROUP, Bala Cynwyd, PA

2002 – 2003

Manufacturer and distributor of life insurance, asset accumulation, and retail brokerage products and services for individuals, corporations, and institutions.

INVESTMENT ADVISOR

Developed high net worth client base via strategic financial planning and asset allocation. Recruited, screened, and interviewed prospective employees.

Selected Achievements:

- Conceptualized and launched numerous strategic initiatives as team leader maximizing profit and client satisfaction.
- Won “Advisor of the Month” Award, 1st Quarter 2003.

MORGAN STANLEY, Toms River, NJ

2000 – 2001

Manufacturer and distributor of life insurance, asset accumulation, and retail brokerage products and services for individuals, corporations, and institutions.

FINANCIAL ADVISOR

Built high net worth client base and managed long-term bond and equity trading. Provided client education on financial planning and advisory services. Managed portfolio allocation and estate planning. Coordinated, presented, and attracted prospects to seminars for high net worth investors. Developed business plans and served as branch advisor. Coordinated mutual fund prospectuses addressing concerns and inquiries.

EDUCATION / CREDENTIALS

MASTER OF BUSINESS ADMINISTRATION / MASTER OF SCIENCE IN FINANCE (DUAL DEGREE), 12/2010

UNIVERSITY OF DELAWARE, ALFRED LERNER BUSINESS SCHOOL, Newark, DE

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MARKETING, LEHIGH UNIVERSITY, Bethlehem, PA

SERIES 7, 65, 63, 66, & LIFE / HEALTH INSURANCE LICENSURE

BLOOMBERG EQUITY CERTIFIED

BLOOMBERG FIXED INCOME CERTIFIED

SAS PROGRAMMER

HIGH TECHNICAL PROFICIENCY - BLOOMBERG TERMINALS AND ADVANCED REUTERS APPLICATIONS

JIA WONG

6 Ford Drive, Newark, DE 19711
555-936-6008 (cell phone)
E-mail: student@gmail.com

EDUCATION

Master of Science in Accounting

May 2012

University of Delaware/Lerner College of Business & Economics, Newark, DE

GPA by now: 3.7/4.0

Related Courses taken: Intermediate Accounting, IT Auditing, Corporate Tax, Financial Statements Analysis, International Accounting, Financial Management

Bachelor of Science in Finance

July 2010

University of International Business & Economics, Beijing, China

GPA: 3.4/4.0

CPA Certificate in Progress

SKILLS

- Proficient in **MS Excel, Word, and PowerPoint**
- Special Software or Language: **SAP**, TaxWise (professional tax software), SQL (Database Implementation), **MS Access**
- Proficient writing and speaking in Chinese / Mandarin

EXPERIENCE

Corporate Associate

June 2011 – Now

DuPont Company, Wilmington, DE

- Standardize the cost center assessment process within Costing Roadmap Project; Running Health Metrics in **SAP** to check redundant profit centers designed to be eliminated in system.
- Identify transactional and global chart of accounts in accounting manual to facilitate establishing threshold; Consolidate Accounting Distribution Manual to improve the governance processes
- Initiate the construction of information confluence platform that later becomes the core information sharing center for the global Business Process Owners; perform training to the users
- Support overall project leadership / change management activities through blueprint metrics and variances tracker; coordinate of activities across key initiatives

Income Tax Accountant/Preparer

February 2011 – April 2011

Nehemiah Gateway CDC, Newark, DE

- Prepare individual income tax returns 1099, W-2, schedule A on 1040
- Communicate with clients on a variety of tax issues, tax planning and inform clients

Financial Analyst

September 2009 – December 2009

Mercedes-Benz Auto Finance Ltd., Beijing, China

- Analyze client application based on financial documents and credit history
- File and manage clients records; investigate customer credit history
- Gather supplement information in a variety of ways for client evaluation

Manager Assistant

July 2008 – September 2008

The 29th Beijing Olympic Games / Paralympic Games, Beijing, China

- Responsible for coordinating the national anthems and national flags in the victory ceremony

HONORS, MEMBERSHIPS, ACTIVITIES

- Corporate Associate Program Scholarship
- University Honor Scholarship (top 10%, March 2007)
- "Excellent Student Leader" of UIBE, 2007-2008
- GMAT: 740/800, top 3%

Huang (Jack) Chin

P.O. Box 41, Wilmington, DE 19817
555-985 9462 (Cell)
student@gmail.com

Profile Summary

- Understanding of life science and pharmaceutical industry dynamics
- Strategic thinker with excellent interpersonal skills
- Detail-oriented problem-solver with superior qualitative and quantitative analytical skills
- Microsoft Office software-Word, Excel, Power Point and Outlook, etc
- Fluent in English, Chinese and conversational in German

Education

- **University of Delaware**, Newark, DE **Sep 2008-Dec 2010**
Master of Business Administration
Master of Science: Finance **GPA: 3.7/4.0**
- **University of Delaware**, Newark, DE **May 2007**
Bachelor of Science: Hotel, Restaurant & Institutional Management **GPA: 3.5/4.0**

Certifications

- Passed the Chartered Financial Analyst (CFA) level I in December, 2008
- Level II Candidate in the CFA program
- Bloomberg equity and fixed-income certified

Experience

- **AstraZeneca Pharmaceuticals**, Wilmington, DE **Jan 2010- Present**
Financial Analyst, Business Development & Licensing Finance
 - Examine financial statements and conduct company analysis to determine suitable acquisition target
 - Evaluate asset through financial modeling and project long-term financial position
 - Design financial terms for licensing deals at various stages of product life cycle and prepare business case
 - Perform analyses on NPV, IRR and ROI for acquisitions and other licensing projects
- **Endo Pharmaceuticals**, Chadds Ford, PA **Sep 2009-Jan 2010**
Marketing Research Analyst
 - Conducted analyses utilizing IMS™ data and provided support to pharmaceutical marketing
 - Identified business issues/ opportunities and framed business questions
 - Forecasted product sales and market share and performed analyses on managed care market to translate data and information into actionable insights and business recommendations
- **Wilmington Trust Company**, Wilmington, DE **June 2009-Aug 2009**
Fixed-Income Analyst
 - Developed financial models for fixed-income securities and tactical fixed-income asset allocation
 - Conducted credit/risk analysis and valuations on corporate bonds and municipal bonds
 - Assisted in trading fixed-income securities and client advisory services
- **University of Delaware**, Newark, DE **Sep 2008-May 2009**
Graduate Assistant, Department of Finance
 - Undertook research project on Special Purpose Acquisition Corporations (SPACs)
 - Analyzed the correlation between underlying economic climate and SPACs' viability
- **Dover Downs Hotel & Casino**, Dover, DE **July 2007-June 2008**
Front Desk Supervisor
 - Oversaw front desk operations and partnered with cross-functional colleagues
 - Performed departmental profit/loss analysis and forecasted revenue

Awards & Activities

- The CFA Institute Society CFA Scholarship, 2010
- Winner of The Carol A. Ammon MBA Case Competition 2009 and Runner-up 2010
- Graduate Student Senator for Department of Finance-University of Delaware
- CFA Society of Philadelphia Chapter Volunteer
- Event Coordinator of City of Newark Planning Committee, Delaware
- Study abroad-Swiss School of Tourism and Hospitality, Chur, Switzerland

RESUME REVIEW

Jane Doe

000 Jobsearch Place
Newark, DE 19711
(302) 000-0000
pixiefan@janedoe.com

Use plain black ink instead of colors.
Increase font size to at least 14 for name.

This needs to be more specific such as "To obtain a (insert title here) position with (insert company name here)."

Objective: To find a job in business

Only need to put graduation month and year.

Education

Write out Bachelor of Science.

B.S. in Finance

University of Delaware, Newark, Delaware

Major: Finance

Minor: Economics

Cumulative GPA: 3.30/4.0 Major GPA 3.5/4.0

Study Abroad: Sweden (Music)

Expected May 2013

This is unnecessary because your major is stated in your degree.

Spring 2011

High school information does not need to be included.

Newark High School, Newark, Delaware

May 2009

List computer and language skills and be specific with how much knowledge you have.

Skills

Strong analytical and organizational skills, Knowledge of Microsoft Office (Excel, Word, Access, PowerPoint), MiniTab, MatLab, SAP, MAC operating system; Basic knowledge of Swedish; Conversant in American Sign Language; Basic knowledge of the Braille Code; Diversity training

Experience

Library Aide, University of Delaware, Newark, DE

Sept. 2010-May 2012

- Duties included: assisting library patrons, shelving and maintaining books, and operating circulation desk.

Place items in reverse chronological order within each section. Also, be sure to put either the company name or the position in bold.

Cashier, Pat's Pizza, Newark, DE

Aug. 2009-June 2010

Account Manager, Sallie Mae, Newark, DE

July 2012-Present

- Ensure accounts are in order and up to date
- Negotiate repayment schedules with clients
- Handle confidential documents

Describe responsibilities with bullet points to be consistent.

Activities/Honors

National Honor Society

June 2009-Present

Episcopal Campus Ministry, University of Delaware

Sept. 2011-Present

Business Student Association

Sept. 2011-Present

Put college activities first and be sure to include leadership or committee roles.

References Available Upon Request

This is assumed information and does not need to be included.