

Mandy Marketing

32 Locust St.
Bryn Mawr, PA 19010
215-555-5555

931 Buckingham Way
Elizabeth, NJ
609-555-5555

EDUCATION

Villanova University, Villanova, PA

May 2005

Degree: Bachelor of Science in Business Administration Major: Marketing, International Business

Minor: Spanish

Overall GPA: 3.68/4.0

Relevant Course Work: Economics, Organization Management, Market Research, Managerial Accounting, International Marketing, Marketing Management, Buyer Behavior, Management Trends in Asia, Sports Marketing, International Comparative Management, Finance

London School of Economics, London, England

Spring 2003

Study Abroad Experience

Relevant Course Work: International Economics, International Communications

WORK EXPERIENCE

Nelton Communications, New York, NY

Summer 2004

Marketing/Advertising Assistant

- Worked on the advertising campaigns of companies including Verizon Wireless, Ford, and Hershey's
- Performed competitive reviews on the competitors of various clients
- Researched potential new business opportunities and wrote creative briefs for various clients

Continental Restaurant, Philadelphia, PA

Summer 2003

Food Server

- Met the requirements for an intensive training program
- Served food and beverages to patrons
- Operated restaurant technology programs and restocked inventory

ADECCO Staffing, Elizabeth, NJ

Summer 2002

Office Assistant

- Responsibilities included filing, data entry, and reception
- Handled inquiries and concerns of various clientele
- Developed excellent skills in customer service

ACTIVITIES

Treasurer of the Society for the Advancement of Management

2002-2004

- Managed funds for the society
- Coordinated activities and events such as the annual University Johnson & Johnson Case
- Recruited guest speakers

Gamma Phi Honor Society Member

2002-Present

- Serve as peer tutor in principal business classes for other students

Villanova Marketing Society Member

2002-Present

- Attend meetings about various marketing techniques from multiple guest speakers

National Society of Collegiate Scholars

2003-Present

- Serve as leader for other students in the university
- Participate in community service including the Special Olympics

Mission Trip to Panama

October 2003

- Fed and motivated the homeless
- Visited school and orphanages to educate underprivileged children
- Donated time and efforts to local farmers

SKILLS

Proficient in Spanish

Microsoft Word, Excel, PowerPoint, Access

Natalie Nurse

Natalie.nurse@villanova.edu

School: 21 Summit Grove Avenue, Bryn Mawr, PA 19010, 610-555-1212

Home: 1095 Polo Court, Spring Valley, OH 45372, 513-121-1234

EDUCATION

Villanova University, Villanova, PA

Bachelor of Science: **Nursing**, May 2006

GPA: 3.1

- Dean's List (2 semesters)
- Selected to present at American Public Health Conference
- Strong working knowledge of Spanish language

NURSING EXPERIENCE

Pennsylvania Hospital, Philadelphia, PA

Nurse Extern, Summer 2005

- Performed all RN and NA responsibilities
- Implemented daily patient assignments and provided general nursing care
- Gained experience on medical-surgical floors, post-partum units and emergency room

Highland Hospital, Spring Valley, OH

Nurse's Aide, Summer 2004

- Assisted professional staff with all aspects of nursing care
- Exposed to various functions of large teaching hospital

Clinical Rotations:

- Advanced Medical-Surgical; Graduate Hospital
- Medical-Surgical; Lankenau Hospital
- Pediatrics; Children's Hospital of Philadelphia
- Obstetrics; Fitzgerald Mercy Hospital
- Psychiatric; Belmont Center for Comprehensive Treatment
- Geriatrics; Lankenau Hospital
- Health Promotion; Jefferson Home Health
- Home Health; Philadelphia Visiting Nurses Association

LEADERSHIP/ ACTIVITIES

Student Nurses Association of Pennsylvania

- **Publicity Chairperson**, led group of 10 students to advertise events
- **Elections Committee**, served on panel to select officers and award recipients

College of Nursing Mentoring Program

Special Olympics Volunteer

Kappa Kappa Gamma National Sorority

OTHER EMPLOYMENT

Summer and part-time positions include:

Child care, two local families (15+ hours per week during school), 2003- present

Retail Sales, The Gap, Spring Valley, OH, Summer 2003

Bakery Salesperson, Delicious Donuts, Columbus, OH, 2001-2002

Elizabeth Engineer

College Address:

321 S. Juniper St
Bryn Mawr, PA 19010
Cell: 610-555-5555

Permanent Address:

115 Southwick Dr.
Wilmington, DE 19810
Home: 302-555-5555

Elizabeth.engineer@villanova.edu

SUMMARY OF QUALIFICATIONS:

Motivated college senior with multiple internship experiences and a strong academic record. Proficient in data gathering and analyses, AutoCAD, and systems management. Possess exceptional communication skills and the ability to work effectively in a team environment.

EDUCATION:

Villanova University, Villanova, PA May 2006
Bachelor of Science in Mechanical Engineering GPA: 3.21

TECHNICAL SKILLS:

AutoCAD 2002, Maple 8, MathCAD 11, MatLAB 6.5, C++, Microsoft Word, Excel, PowerPoint

ENGINEERING EXPERIENCE:

Vandolay Industries, Philadelphia, PA Summer 2005
Intern

- Responsible for development testing and data gathering/analysis of Air Cycle Actuators.
- Updated AutoCAD drawings for company files to be utilized when rebuilding production machinery.
- Met with outside vendors and reviewed quotations for replacement of a magnetic separator machine.
- Attended meetings involving engineering, quality control and production to determine weekly production schedules.

Jacobson Helgoth Associates, Philadelphia, PA Summer 2004
Intern

- Designed process structures using AutoCAD; revised and manipulated existing plans.
- Managed a preventive maintenance system using GPMaTe and Crystal Reports database software.

Senior Design Project – Villanova Formula SAE January 2005-May 2006

- Design, fabricate and compete with a small Formula style race car.
- Weekly meetings with our faculty advisor and our group to discuss accomplishments, plan tasks and assign responsibilities to meet deadlines.
- Coordinate work with four specialized groups to analyze data for the design and construction of the race car.

OTHER WORK EXPERIENCES:

Chili's Restaurant, Wilmington, DE Summer 2003
Waitress

Wilmington Country Club, Wilmington, DE Fall 2001 – Summer 2002
Waitress

ACTIVITIES:

Society of Women Engineers (SWE) Spring 2004 – Spring 2006

- Secretary, Fall 2005 – Spring 2006

Villanova Club Lacrosse Fall 2003 – Spring 2006

- Treasurer, Fall 2004 – Spring 2005
- Initiated the establishment of a club program for women's lacrosse at Villanova.

Chi Omega National Sorority Fall 2003 - Spring 2006

- Greek Week Chair - Spring 2005

Villanova Senior Week Committee Spring 2005

- Planned and organized multiple events for the graduating Class of 2005

SAMUEL SCIENCE

Samuel.science@villanova.edu

School Address

25 Old Lancaster Ave.
Bryn Mawr, PA 19010
(C) 632-456-2678

Home Address

245 Science Drive
Knoxville, TN 12345
(cell) 632-456-7890

OBJECTIVE

To secure a research position in the pharmaceutical industry.

EDUCATION

Villanova University, Villanova, PA
Bachelor of Science: **Biology** May 2006
Minor: Mathematics
Accumulated 21 credits in laboratory coursework
Science GPA: 3.0 Overall GPA: 2.8

Coursework Includes: Physiology, Comparative Anatomy, Neurobiology, Molecular Biology, Genetics

RESEARCH EXPERIENCE

Villanova University, Biology Department

Research Project Assistant Jan. 2005 – Dec. 2005

- Assisted Biology professors with data collection and laboratory research
- Accumulated and documented findings for future publications
- Coordinated efforts of five students completing independent research
- Compared data to previous research projects

University of Tennessee, Biology Department, Knoxville, TN

Laboratory Assistant Summer 2005

- Created database files using MS Excel and Paradox for experimental data entry and analysis
- Assisted supervisor and graduate assistants with data collection
- Attended various lectures related to graduate fieldwork
- Other laboratory duties included conducting PCR reactions and gene sequencing

TECHNICAL SKILLS

Laboratory Skills: Chromatography, Spectrophotometry, Light microscopy, Dissection microscopy, Video microscopy, Distillation (simple and fractional), Acid/Base titration, Polymerase chain reactions, Gene sequencing, Gel electrophoresis, Statistical analysis related to genetics

Computer Skills: Microsoft programs, paradox, Systat, SigmaPlot, maple, MS Visual C++, Borland C++, Netscape programs and other internet servers

ACTIVITIES/VOLUNTEER POSITIONS

Special Olympics
Tutor, Biology Department
Residence Hall Council
Project Sunshine
Holy Cross Hospital, Knoxville, TN

OTHER WORK EXPERIENCE

Sales Associate, Radio Shack, Knoxville, TN Summers 2003-04
Assistant Manager, Hollywood Video, Nashville, TN Summers 2001-02

CARRIE COMMUNICATOR

carrie.communicator@villanova.edu

School: 889 Glenbrook Ave., Bryn Mawr, PA 19010

cell (610)345-6789

Home: 25 Hillcrest Drive, Wethersfield, CT 06109

(203)567-4321

OBJECTIVE

To pursue a creative position in communications utilizing strong writing, organizational and team skills. Special areas of interest: marketing, advertising and promotions.

EDUCATION

Villanova University, Villanova, PA

Bachelor of Arts: **Communication** May 2006

Concentration: Public Relations

GPA: 3.3

Coursework includes: Advertising, Public Relations, Media Writing, Public Speaking, and Organizational Communication

Completed 24 credit hours in writing enriched and writing intensive coursework

Study Abroad: Seville, Spain Spring 2005

Coursework related to international business communication

COMMUNICATION EXPERIENCE

Senior Project Fall 2005

An in-depth research driven group project, culminating in a presentation of research findings and a 150 page collection of data and interpretations. Learned thesis development, methods of research and group dynamics. Thesis: How the Colas Do It: the Rationale Behind Their Marketing Strategies.

Advertising and Public Relations Intern, Earle Palmer Brown, Bethesda, MD Summer 2005

Drafted press releases. Investigated media outlets. Created media packets. Gained experience in all areas of advertising; account management, production and new business. Created original advertising campaign for new business.

Advertising Class Project Fall 2004

Advertising "Firms" competed within class to win a client's account. Served as Co-Creative Director of team. Team won client account. Created a bound advertising briefing as finished product.

Public Relations Student Society of America 2003-2004

Edited and wrote articles for semester newsletter.

ACTIVITIES

Habitat for Humanity (trips to South Carolina and New Mexico), Special Olympics, Inner-city tutoring program, Alpha Phi National Sorority, Balloon Day, Intramural sports, Basketball Club.

EMPLOYMENT

Held various summer and part-time positions to assist with college expenses. Positions include: Waitress, Child care, Retail salesperson, Lifeguard, Softball umpire. Currently work 10-15 hours per week during school. 2001- present

SKILLS

Technical: Word/Excel, Adobe Print Shop, Microsoft Publishing. Web/internet literate.

Knowledge of French language.

Studio Art: Drawing, sketching, painting and collage work using a variety of media.

INTERESTS

Poetry, Painting, Rowing, Skiing, Hiking.

Portfolio and references available upon request

ERNEST ENGLISH

School

VU-West Campus
Rudolph Apt. 104
Villanova, PA 19085

Home

25 Avon Drive
Mt. Laurel, NJ 12345
(609)234-9876

Cell: (610)212-4567

Email: matthew.hofman@villanova.edu

OBJECTIVE

To obtain a summer position in publishing or print media.

EDUCATION

Villanova University, Villanova, PA

Bachelor of Arts: **English**

May 2007

Minor: Communication

Major GPA: 3.4 Overall GPA: 3.1

Spent 2 semesters as Business major

Computer Skills: Word, Excel, Adobe Photoshop, Microsoft Publisher

Cedar Crest High School, Mt. Laurel, NJ

Top 5% of Class Received Outstanding Senior Leader Award

June 2003

RELATED EXPERIENCE

“The Villanovan” (School newspaper with circulation of 10,000)

Lead Staff Writer, Editorials

2004 – present

- Organized and coordinated editorial section of weekly paper
- Supervised staff of five
- Demonstrated integrity and discretion in interviewing faculty, administration and students

Laus and Hanson, Inc.

Research/Editing Assistant, Communication Department

Summer 2005

- Assisted professional staff with internal and external documents
- Designed brochure for Human Resources Department
- Researched and collected data for journal articles

“The Talon” (High School yearbook)

Associate Editor

2001 – 2003

- Designed layout of two yearbooks
- Coordinated all information for sports and clubs sections

LEADERSHIP/ ACTIVITIES

Sigma Tau Gamma, National Fraternity, Villanova University

Vice President of Philanthropy/Outreach

2005 – present

- Organize and coordinate all community activities for 100 men
- Represent chapter at university and national meetings

Villanova University Student Government

College of Arts Senator

2004 – present

- Serve on various committees relating to all aspects of student life
- Utilize oral and written communication in advocating student rights

College: English Department Tutor, Special Olympics, Ski Club, Intramurals

High School: Varsity Basketball and Baseball (Captain), SADD (President), Peer Leader

EMPLOYMENT

Valley Beach Club, Mt. Laurel, NJ

Lifeguard

Summers 2001-2004

Elliot Engineer

800 Lancaster Ave.
Villanova, PA 19085
215-555-5555

Elliot.Engineer@villanova.edu

123 Main St.
Columbus, OH 43203
614-555-5555

OBJECTIVE:

To be obtain a civil or environmental engineering internship.

EDUCATION:

Villanova University, Villanova, PA
Bachelor of Science in Civil Engineering
May 2008
Cumulative GPA: 3.03

Columbus High School, Columbus, OH
June 2003, Class Rank 8 out of 350
Cumulative GPA: 4.39
National Honor Society

TECHNICAL SKILLS:

Proficient in the following computer programs:

AutoCAD

Maple

Microsoft Excel, PowerPoint, and Word

C + +

MathCAD, MatLAB

RELEVANT COURSEWORK:

Engineering Graphics and Design, Spring 2004

- Group Project: Design of a Combination Washer/Dryer Machine- Developed an original design for a machine adhering to various limiting factors; culminated in a final written report.

Civil Engineering Measurements, Fall 2004

- Group Project: Valley Creek Environmental Study- Conducted field study at a creek in Valley Forge; took various tests and measurements; culminated in 70 page final report.

WORK EXPERIENCE:

Gap Clothing, Columbus, OH

Sales Associate, Summers 2003 & 2004

- Developed strong communications skills.
- Responsibilities included assisting customers, organizing the store, and managing inventory.

Horseshoe Summer Camp, Delaware, OH

Camp Counselor, Summer 2002

- Taught, coached and supervised children ages 8-12.

LEADERSHIP AND ACTIVITIES:

Villanova University

Career Assistant, Villanova University Career Services

National Society of Collegiate Scholars

American Society of Civil Engineers

Volunteer, Special Olympics

Columbus High School

Senior Class and Junior Class Secretary

Varsity Baseball

FROSH STUDENT

VU Box 1234
800 Lancaster Ave.
Villanova, PA 19085
Frosh.student@villanova.edu

4321 Safari Drive
Miami, FL 54321
(432)123-4567
C (432)789-7654

OBJECTIVE

To obtain a summer business position related to marketing and finance

EDUCATION

Villanova University, Villanova, PA
Bachelor of Science, College of Commerce and Finance May 2009

South Coral High School, Miami, FL
Honors Student, Top 10% of Class June 2005
Accumulated 12 AP credits

LEADERSHIP/ACTIVITIES/VOLUNTEERING

College:

- Special Olympics
- Campus Ministry
- Intramural sports

High School:

- Junior and Senior Class Treasurer, coordinated funds for class of 500+
- National Honor Society, Vice President, coordinated guest speakers and fund raisers
- Varsity Soccer and Basketball, Captain of both teams
- Debate Team, finished 2nd in state competition
- Student Leadership Organization
- Guidance Office Peer Educator, spoke to new students and incoming freshman
- Volunteer at Good Samaritan Hospital

WORK EXPERIENCE

Miller-Robertson, Inc., Coral Gables, FL
Administrative Assistant Summer 2005

- Exposed to all areas of operation of mid-sized business
- Communicated effectively with clients and potential customers

Estee Lauder, Inc., Miami, FL
Sales Associate Summers 2003-04

- Rewarded for top sales numbers on three occasions

Child care for various families (home and school) 2001-present

- Currently work 15+ hours per week

SKILLS

Proficient in Spanish; Experience with MS Front Page, Excel, Power Point, Word