

SAMPLE RESUMES

MARY SMITH

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EDUCATION	University of Illinois at Urbana-Champaign <i>Bachelor of Science in Computer Science</i> <ul style="list-style-type: none">Dean's List: Fall 2019, Spring 2020Relevant coursework: Database Systems, Program Verification, Scientific Visualization	May 2021 GPA: 3.67/4.00
EXPERIENCE	Aon Corporation <i>IT Intern</i> <ul style="list-style-type: none">Responded to over 40 employees' requests in order to assist with any computer malfunctioning problemsAided in developing a new software application by utilizing programming skillsContributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate	Glenview, IL (remote) June 2020-August 2020
	Chicago Marketing Corporation <i>Sales Assistant</i> <ul style="list-style-type: none">Assisted in developing and implementing integrated advertising plans which included newspaper, internet and alternative advertising sourcesPlanned and participated in weekly meetings for a sales staff of over 50 representativesCoordinated an office opening in Springfield, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income	Chicago, IL June 2019-August 2019
	Outback Steakhouse <i>Server</i> <ul style="list-style-type: none">Promoted and implemented effective marketing campaigns for specific food itemsTrained 15 new employees by teaching them necessary daily procedures to provide an enjoyable dining experience for guestsProvided quality customer service by responding to customer needs promptly and efficiently	Highland Park, IL June 2018-August 2018
ACTIVITIES	Panhellenic Council <i>Greek Recruitment Counselor and Active Member</i> <ul style="list-style-type: none">Receive training in conflict management, decision making, and mentoring in order to effectively supervise 80+ women going through the formal recruitment processPromote and participate in service events raising ~\$15,000 for the Champaign Country CourtAppoint Special Advocates Program and Circle of Sisterhood FoundationElected to scholarship committee in order to oversee chapter's weekly participation in study hours and maintain knowledge about campus tutoring and academic assistance programs	Champaign, IL August 2019-Present
	Illinois Leadership Center, Leadership Certificate <i>Active Participant</i> <ul style="list-style-type: none">Develop leadership skills in self, organizational and interpersonal settings through experiential learning under the guidance of a Leadership CoachAugment critical insight into intrapersonal and interpersonal skills through innovative leadership retreats/workshops	Champaign, IL January 2018-Present
SKILLS	Computer <ul style="list-style-type: none">C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)	

JooEun Li

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EDUCATION

University of Illinois at Urbana-Champaign May 2021
Bachelor of Arts in International Studies with a Minor in Business
Major GPA: 3.57/4.00
Completed: May 2020

- Leadership Certificate

Oakton Community College, Des Plaines, IL May 2018
Associate of Arts in Global Business Studies
GPA: 3.92/4.00

INTERNATIONAL EXPERIENCE

International Business Immersion Program Munich, Germany
Participant May 2019

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

IES Shanghai Study Abroad Center Shanghai, China
American-Chinese Student Liaison January 2018-May 2018

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

WORK EXPERIENCE

Busey Hall University Housing Urbana, IL
Resident Advisor August 2019-Present

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

Illinois State Board of Education Springfield, IL
Research Assistant June 2019-August 2019

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

ACTIVITIES

Illini Union Board Urbana, IL
Committee Chair for Diversity November 2019-May 2020

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

University of Illinois Buddy Program Urbana, IL
Active Member August 2018-May 2019

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

SKILLS

Languages: Mandarin (Fluent), French (Functional)

Gregory Johnson

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EDUCATION

University of Illinois at Urbana-Champaign Graduation Date: May 2021
Bachelor of Science in Marketing Major GPA: 3.66/4.00
ESCP Europe-Paris Study Abroad January 2019-May 2019

HONORS

Caterpillar Excellence and Glenn Winokur Scholarships, *Recipient* July 2019-Present
Honors Business Program Class of 2014, *Student* August 2018-Present
Leadership, Education and Development Program (LEAD), *Program Participant* July 2017-Present

RELEVANT EXPERIENCE

Namasté Laboratories Blue Island, IL (remote)
Marketing Communication Intern May 2020-August 2020

- Created and edited internal and external press releases about the company's recent events and involvements
 - Compiled spending reports and advertising print media in order to analyze industry competition and ranks
- Marketing Professional Brand Coordinator* June 2019-August 2019
- Developed and edited consumer brochures and sell sheets to target salon stylists and consumers
 - Analyzed annual product sales at various retail stores and salons by creating spreadsheets and graphs

Champaign-Urbana Radio Group Champaign, IL
Event Marketing Intern September 2018-December 2018

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

ADDITIONAL EXPERIENCE

College of Business MBA Office Champaign, IL
Student and Academic Services Office Assistant August 2018-Present

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

LEADERSHIP & ACTIVITIES

American Marketing Association Champaign, IL
Newsletter Committee Associate, Small Business Consulting Committee August 2019-Present

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

National Black MBA Association Champaign, IL
Vice President of Communications, Social Chair January 2019-Present

- Communicate messages to the entire organization about upcoming events, meetings and opportunities
- Raise over \$950 for the association's Fall 2014 national conference while serving as a staff manager

Management Leadership for Tomorrow (MLT) New York, NY
Career Preparation Fellow July 2018

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

Business 101 Section Leader Champaign, IL
Teaching Assistant March 2018-December 2018

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