

# SAMPLE RESUMES

## MARY SMITH

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EDUCATION	<b>University of Illinois at Urbana-Champaign</b> <i>Bachelor of Science in Computer Science</i> <ul style="list-style-type: none"><li>Dean's List: Fall 2017, Spring 2018</li><li>Relevant coursework: Database Systems, Program Verification, Scientific Visualization</li></ul>	May 2020 GPA: 3.67/4.00
EXPERIENCE	<b>Aon Corporation</b> <i>IT Intern</i> <ul style="list-style-type: none"><li>Responded to over 40 employees' requests in order to assist with any computer malfunctioning problems</li><li>Aided in developing a new software application by utilizing programming skills</li><li>Contributed to reaching daily goals by expediting the reviewing process with a 99.5% accuracy rate</li></ul> <b>Chicago Marketing Corporation</b> <i>Sales Assistant</i> <ul style="list-style-type: none"><li>Assisted in developing and implementing integrated advertising plans which included newspaper, internet and alternative advertising sources</li><li>Planned and participated in weekly meetings for a sales staff of over 50 representatives</li><li>Coordinated an office opening in Springfield, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income</li></ul> <b>Outback Steakhouse</b> <i>Server</i> <ul style="list-style-type: none"><li>Promoted and implemented effective marketing campaigns for specific food items</li><li>Trained 15 new employees by teaching them necessary daily procedures to provide an enjoyable dining experience for guests</li><li>Provided quality customer service by responding to customer needs promptly and efficiently</li></ul>	Glenview, IL June 2018-August 2018  Chicago, IL June 2017-August 2017  Highland Park, IL June 2015-August 2015
ACTIVITIES	<b>Panhellenic Council</b> <i>Greek Recruitment Counselor and Active Member</i> <ul style="list-style-type: none"><li>Receive training in conflict management, decision making, and mentoring in order to effectively supervise 80+ women going through the formal recruitment process</li><li>Promote and participate in service events raising ~\$15,000 for the Champaign Country Court</li><li>Appoint Special Advocates Program and Circle of Sisterhood Foundation</li><li>Elected to scholarship committee in order to oversee chapter's weekly participation in study hours and maintain knowledge about campus tutoring and academic assistance programs</li></ul> <b>Illinois Leadership Center, Leadership Certificate</b> <i>Active Participant</i> <ul style="list-style-type: none"><li>Develop leadership skills in self, organizational and interpersonal settings through experiential learning under the guidance of a Leadership Coach</li><li>Augment critical insight into intrapersonal and interpersonal skills through innovative leadership retreats/workshops</li></ul>	Champaign, IL August 2017-Present  Champaign, IL January 2017-Present
SKILLS	<b>Computer</b> <ul style="list-style-type: none"><li>C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)</li></ul>	

# JooEun Li

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## EDUCATION

**University of Illinois at Urbana-Champaign** May 2019  
*Bachelor of Arts in International Studies with a Minor in Business* Major GPA: 3.57/4.00  
Completed: May 2017

- Leadership Certificate

**Oakton Community College**, Des Plains, IL May 2016  
*Associate of Arts in Global Business Studies* GPA: 3.92/4.00

## INTERNATIONAL EXPERIENCE

**International Business Immersion Program** Munich, Germany  
*Participant* May 2018

- 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 2017-May 2017

- 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 2016-May 2018

- 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 2017-August 2017

- 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 2016-May 2018

- 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 2016-May 2018

- 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 2019  
*Bachelor of Science in Marketing* Major GPA: 3.66/4.00  
**ESCP Europe-Paris Study Abroad** January 2018-May 2018

## HONORS

Caterpillar Excellence and Glenn Winokur Scholarships, *Recipient* July 2017-Present  
Honors Business Program Class of 2014, *Student* August 2015-Present  
Leadership, Education and Development Program (LEAD), *Program Participant* July 2014-Present

## RELEVANT EXPERIENCE

**Namasté Laboratories** Blue Island, IL  
*Marketing Communication Intern* May 2017-August 2017

- 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 2017-August 2017

- 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 2017-December 2017

- 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 2017-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 2016-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 2016-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 2016

- 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 2017-December 2017

- 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