

Jane C. Doe

1234 Main Street
Wilmington, NC 28403

jdoe@uncw.edu
(434) 123-4567

PROFESSIONAL SUMMARY

- Highly motivated, results-focused recent graduate with *over four years of sales experience*
- Proven ability to effectively manage operations including hiring, training, and supervising staff
- Presentation of semester-long research project to increase safety awareness among students, Undergraduate Forum, Fall 2005
- Track record of perfect attendance at all listed internship and work experience

EDUCATION

Bachelor of Science, University of North Carolina Wilmington
Major: **Psychology**, Minor: **Marketing**
GPA: 3.34

May 2007
Wilmington, NC

PROFESSIONAL EXPERIENCE

Manager May 2005-Present
MRW Management Wilmington, NC

- Managed staff training program to ensure workforce skills aligned to corporate goals
- Developed professional team to deliver quality results, on-time and within budget
- “Talented, hard-working individual with a passion for Marketing” – James Smith, CEO
- Encouraged client loyalty by maintaining excellent customer relations under highly sensitive situations
- Fostered a team atmosphere through coaching, training, communication, and motivation
- Mentored new employees on company objectives, marketing strategies, and employee expectations

Customer Service Representative April 2004-May 2005
OfficeHelp Wilmington, NC

- Enthusiastically represented the company by professionally greeting 80+ visitors per week
- Performed administrative duties while supporting high-achievement sales team
- Conducted personalized tours for all new employees during orientation program
- Delivered personal attention to customers to ensure high level of satisfaction
- Maintained thorough knowledge of merchandise to provide helpful advice to customers

ACTIVITIES AND HONORS

- Society for Marketing Professionals (SMP), Member, 2004-Present
- Circle K, Volunteer, participated in community cleanup, May 2003
- UNCW Tennis Team, Awarded MVP junior year, 2003-Present
- Chi Sigma Iota, Treasurer, 2004-2005

John C. Doe

1234 Main Street, Wilmington, NC 28403 ♦ (910) 123-4567 ♦ john@uncw.edu

OBJECTIVE

Admittance to the George Washington University Graduate School of Political Management and eventually serve as a Policy Advisor or Chief of Staff to a U.S. Senator or Congressman.

EDUCATION

University of North Carolina Wilmington, Wilmington, NC
Bachelor of Science, **Political Science**

May 2007
GPA: 3.37

POLITICAL EXPERIENCE

Student Body President, UNCW Student Government Association Apr. 2006-Apr. 2007

- Served as Chief Executive Officer of the SGA and its 42 members
- Ex-officio member of the UNCW Board of Trustees with full voting power; responsibilities included: tuition and fee increases, construction, promotion of faculty, and endowments
- Professionally addressed groups of 100+ faculty, staff, and community members, illustrating the importance of student concerns, such as tuition increases, academic policies, and community outreach
- Lobbied North Carolina Legislators, as a Trustee and as President, on issues of budget cuts to UNC system, equity funding for UNCW, and tuition predictability
- Hired and managed a staff of 9 paid Cabinet Members responsible for student involvement in diversity, technology, public relations, and finance
- Reviewed and gave final approval on all Student Government financial allocations totaling \$543,000, ensuring that student fees were responsibly and fairly distributed to organizations and programming

Chief of Staff, UNCW Student Government Association Aug. 2004-Apr. 2006

- Primary advisor to the Student Body President, served on various committees representing the president, including Chancellor's Parking, Traffic and Transportation Committee, Master Planning Advisory Committee, and the Leadership Lecture Series selection committee
- Supervised and coordinated 10 member cabinet, setting agendas and conducting meetings

ACTIVITIES & HONORS

- At-Large Member, Student Government Legislature, 2004
- Leadership Excellence Award, 2005
- Nominated for Senior Medallion Award
- Nominated for William A. Bryan Senior Leader Award
- North Carolina Wade Edwards Mock Trial Competition
 - Best Witness, Round II, Regional Finals, 2001
 - Best Attorney Final Round, State Finals, 2002

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Through 5/15/07: 420 Main Street, Wilmington, NC 28403 – (910) 123-4567

After 5/15/07: 12 Colley Road, Radford, Virginia 24541 – (540) 123-4567

OBJECTIVE

To obtain the Archeology Field Assistant position with AKL Associates, which will utilize my laboratory skills along with my extensive team oriented experience.

EDUCATION

Bachelor of Arts, Anthropology

University of North Carolina Wilmington

May 2007

Wilmington, NC

- GPA: 3.44
- Related Coursework: Human Osteology, Forensic Osteology: Methodology and Theory, Psychology, and Sociology of Civilizations

INTERNSHIP EXPERIENCE

Laboratory Assistant

Archaeology Laboratory, UNCW

Sept. 2005-Present

Wilmington, NC

- Cleaned and catalogued artifacts for 17 different projects
- Re-identified mislabeled artifacts, ensuring 100% accuracy
- Organized recently excavated artifact assemblage
- Maintained clean laboratory for effective use

WORK EXPERIENCE

Resident Assistant

Office of Housing and Residence Life, UNCW

Aug. 2005-May 2006

Wilmington, NC

- Developed programs encouraging healthy transition for freshmen residents
- Directly responsible for residence floor of 48 residents
- Worked closely with resident assistant staff of 13 individuals
- Collaborated with other resident assistant staffs for large campus-wide programs

Desk Receptionist

Office of Housing and Residence Life, UNCW

Aug. 2003-May 2005

Wilmington, NC

- Oversaw the admittance of visitors and non-residents
- Assisted residents with building maintenance issues
- Management of residence hall keys and equipment

Student Assistant

Honors Scholars Program, UNCW

Aug. 2003-Sept. 2004

Wilmington, NC

- Effectively performed receptionist duties expanding upon previous three years of customer service experience
- Utilized knowledge of department to efficiently answer/refer faculty and student inquiries

JANE C. DOE

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EDUCATION	Master of Social Work University of North Carolina Wilmington GPA: 3.84	May 2007
	Bachelor of Social Work University of North Carolina Wilmington GPA: 3.28	May 2005
SOCIAL WORK EXPERIENCE	<u>Social Work Intern</u> AFC Hospital <i>Outpatient Clinic</i> <ul style="list-style-type: none">• Provided individual brief intervention psychotherapy to adults• Prepared diagnostic evaluations, treatment plans and presented at interdisciplinary team conferences <i>Inpatient Geriatric Unit</i> <ul style="list-style-type: none">• Worked with family members of severely disturbed adolescents and adults with insight-oriented psychotherapy• Co-led ongoing family issues group as well as short-term therapy group for adult children of alcoholics; many from diverse backgrounds• Collaborated with interdisciplinary professional staff, participated in team meetings and consultations	Jan. 2006-Present Wilmington, NC
	<u>Social Work Intern</u> NFC Hospital	Aug. 2004-May 2005 Wilmington, NC <ul style="list-style-type: none">• Provided short-term crisis oriented therapy to individuals and their families in a multicultural environment• Prepared diagnostic assessments, treatment plans and was Social Service Representative at patient conferences; Worked with adults on short-term basis• Co-led bereavement group
	<u>Project Volunteer</u> Boys and Girls Club	May 2004-Aug. 2004 Wilmington, NC <ul style="list-style-type: none">• Worked with 14 children with HIV on a video project
AFFILIATIONS	National Association of Social Workers North Carolina Association of Social Workers UNCW Social Work Student Organization Phi Alpha Social Work Honor Society	