



Résumé Samples

Please note: these are sample resumes. They are not perfect, nor should they be copied exactly. They are simply a resource; a way to get ideas and to see what a resume might look like. We encourage you to find elements that you like and incorporate those elements into your own resume.

Jane Smith

jsmith@email.com
(775) 555-5555

EDUCATION

- **Master of Business Administration** - GPA: 3.75
University of Nevada, Reno - May 2013
- **Bachelor of Science in Business Management** – GPA: 3.65
University of Nevada, Reno - May 2011
- **French Language and Business French Specialization** - Université de Paris u et des Pays de l'Adour, Paris, France - September 2008 – September 2009

PROFESSIONAL EXPERIENCE

University of Nevada-Reno – College of Business

January 2013 – Present

Career Events Coordinator

- Increased revenue of the All Majors Career Fair by 25%.
- Successfully established and deepened professional relationships with local and national employers leading to record-breaking Career Fair participants.
- Strategically marketed the Career Fair resulting in continued increase of student attendance.
- Achieved further employer engagement outside of career fair by organizing Company Information Sessions for companies such as Microsoft, International Game Technology (IGT), Target and Kohl's.

Bank of the Republic

July 2009 – January 2013

Personal Banker (2012-2013)

- Recipient of prestigious Banker of the Year Award.
- Achieved a 15% increase in Customer Delight Score over five-week period by creating program called "Stars for Tellers".
- Frequently exceeded individual sales by at least 110% through profiling analysis tools and by identifying cross-sell opportunities to expand customers' relationship with the Bank.

Customer Service Specialist (2010-2012)

- Employee of the Semester in 2011.
- Ranked 3rd out of 100 associates in the market.
- Ensured customers' issues were resolved in a timely and satisfactory manner by taking ownership of problem and/or escalating as needed leading to 30% increase in problem resolution score.

Senior Teller (2009-2010)

- Effectively supervised, trained and coached teammates through observations and role playing to expand their professional potential resulting in promotion within 6 months.

Jane Smith
Street Address
City, State Zip code
775-555-5555
Jsmith@email.com
LinkedIn.com/in/ (your personal link)

EDUCATION:

University of Nevada, Reno

- Master of Business Administration, Expected Graduation – December 2014
- B.S. in Business Administration with a major in Accounting, Graduated – May 2013

EXPERIENCE:

University of Nevada, Reno

August 2013 – Present

Career Events Coordinator

- Manage All Majors Career and Internship Fair
 - Developed aggressive marketing tactics which increased student participation by 67% through social media and on campus communications.
 - Manage vendor contracts for venue space and catering requests.
 - Streamlined payment processing which eliminated outstanding balances.
- Organize networking receptions for students to connect with community business professionals.
- Assist in student résumé critiques and career advising.
- Develop content for the student outreach center website which is career and event related.
- Administer job board database for students and employers.

Albright, Persing & Associates

June 2012 – July 2013

Staff Accountant

- Prepared monthly, quarterly and year end compilation reports and financial statements using QuickBooks and other accounting software.
- Prepared payroll tax reports in timely manner to avoid late fees and penalties.
- Performed account reconciliations on a weekly basis.

Eye Care Professionals

June 2009 – May 2012

Administrative Assistant

- Posted over \$100,000 in charges every month to patients' accounts .
- Performed account reconciliation at the end of each month correcting around \$5,000 in mistakes.
- Addressed insurance and bill related questions involving patients' accounts and resolved 95% of issues within 48 hours.
- Ensured compliance with HIPAA regulations to maintain patient privacy.

Reno Aces Baseball Club

2011 Baseball Season

Marketing and Promotions Intern

PROFESSIONAL

ORGANIZATIONS:

Beta Alpha Psi, VP of Professional Events

January 2012- May 2013

- Organized the 36th and 37th Annual Beta Alpha Psi Spring Banquet. 174 accounting students and professionals were in attendance.
- Planned the 2012 recruitment where 16 local and national firms were in attendance to meet and mingle with over 50 students in the society.

Education

University of Nevada, Reno

Pursuing a B.S. in Business Administration with a major in Marketing and minor in Communication.
Projected graduation - May 2016 GPA 3.7/4.0

Experience

College of Business Dean's Office-Student Outreach Center

October 2012-Present

- Organize and plan all aspects of special events such as Business Week, with over 3,000 attendees and a budget of \$25,000.
- Develop marketing plans for Career Connections events such as career fairs and networking events, resulting in a 10% increase in student and employers attendance year over year.
- Support management by providing clerical support such as; managing schedules, assembling course packets, and maintaining office records which streamlines business processes in the center.
- Participated in a search committee for the College of Business Director of Career Services by reviewing fifty applications and conducting formal interviews for top candidates.

Longstreet Hotel Casino- On Call Waitress/Busser

November 2010-February 2011

- Provided exceptional service to customers by catering to their needs and ensuring accurate orders.
- Ensured customer service by resolving conflict with dissatisfied customers.

Professional Organizations

Business Student Council- Vice President

April 2013-Present

- Organized and promoted the Outstanding Senior Award using various marketing and recruitment strategies.
- Reviewed applications, performed interviews, made sure application and decision process ran smoothly by serving as the primary point-of-contact.
- Resulted in a larger selection of applicants and committee members.

Business Student Council- Membership Chair

January 2012-April 2013

- Recruited potential candidates to the council using outreach techniques such as; club fairs, socials, and luncheons.
- Scheduled and performed over twenty interviews along with screening résumés and applications.
- Recruited ten new members in one semester, biggest recruitment to date.

Peer Mentors Program-Membership Chair

May 2013-Present

- Represented Peer Mentors Program at club fairs and recruitment events. Helped build relationships with potential students to the College of Business.
- Created recruitment strategies for potential members, screened résumés, and performed interviews.
- Assisted in the training of new members.

Professional Skills

- Time management and organizational skills
- Experience with recruitment, interviews, and screening of résumés
- Event planning and event skills
- Proficient skills in Microsoft Office-Word, Excel, PowerPoint, and Outlook

TYLER JONES

123 MACKAY CT, RENO, NV 89503

555-555-5555 ▪ TylerJones@gmail.com ▪ LinkedIn.example.com

Education

University of Nevada, Reno

Expected Graduation – May 2015

Bachelor of Science in Business Administration with a major in Accounting

- GPA: 3.75
- Relevant coursework: Personal Taxation, Managerial Accounting, Business Writing, and Financial management

Work Experience

UNR Career Services

Jan 2013 – Present

Career Services Peer Mentor

- Demonstrated adaptability and problem solving skills while conducting one-on-one résumé, cover letter, and job interview improvement feedback sessions with up to 15 students per week.
- Prioritized and tailored content to ensure unique student needs were appropriately addressed.

Hilton Garden Inn

Seasonally Apr 2011 – Dec 2012

Front Desk Clerk

- Awarded 'Best Overall Experience' customer rating, above 80 other Hilton properties, for exceeding guest standards and expectations.
- Created 50 reservations per week using complex computer software.
- Organized daily room financial reports consisting of current and prior-year sales figures.

Mansperger Patterson & McMullin, CPA's

Seasonally Jan 2010 – Apr 2012

Tax/Audit Intern

- Mastered various accounting software, such as ProSystem fx Tax and Engagement, through the preparation of over 400 individual tax returns and 12 partnership tax returns.
- Completed audit procedures for cash and accounts payable for 3 large companies with overall cash flows exceeding \$20,000,000.
- Gained proficiency in Microsoft Excel through preparing and analyzing 8 financial spreadsheets.
- Increased efficiency through organizing and scanning over 700 documents into electronic folders.

Glenwood Development Company

Seasonally Jul 2009 - Apr 2010

Leasing/Advertising Assistant

- Collaborated in tenant leasing for 12 retail centers, through on-site advertising and e-mail correspondence with over 50 real estate brokers.
- Updated company website each month to provide current information using Adobe Acrobat software.
- Enhanced professional communication skills while educating local business owners and tenant representatives about company's listed properties.

MICHELLE SMITH

555-555-5555 ▪ Michelles@gmail.com ▪ LinkedIn.[examplelink.com](http://www.examplelink.com)

EDUCATION:

University of Nevada, Reno; Graduated May 2012

- Master of Business Administration

San Francisco State University; Graduated May 2007

- B.S. in Business Administration and Management; Emphasis in Entrepreneurship

SKILLS:

- Experience in planning and executing career events
- Strong leadership and interpersonal skills
- Computer literate, expert skills with MS Office
- Effective prioritization and time management skills

EXPERIENCE:

Director, Career Services

University of Nevada, Reno

September 2013 – Current

www.examplelink.com

- Advised over 20 students on job search strategies, resume critiques, interviewing skills and the steps to obtaining an internship, leading to five students gaining employment.
- Taught interviewing skills to five classes preparing students with key insights to employer behavior when going through the hiring process.
- Successfully managed over 50 employers for two fall career events leading to higher employer satisfaction based on the quality and preparedness of the 400 student attendees.
- Developed a student database to track appointments, meeting information and student job placement allowing the Student Outreach Center to pull reports and track student progress before and after graduation.
- Efficiently managed career data and streamlined office paperwork giving the office staff a more user friendly, easily accessible database.
- Promoted diversity of our staff and students by participating in a College of Business photo shoot.

GeoTourism Intern

Sierra Business Council, Truckee, CA

December 2011 – June 2012

www.examplelink.com

- Developed online participation by cold calling small businesses to sell the benefits of joining the Sierra Nevada GeoTouris (SNGT) website.
- Participated in Board of Director, strategic planning and weekly staff meetings to better understand the management process of a non-profit organization.
- Connected Native American tribes with the geotourism project to boost the tribe's awareness to the general public. Presented the SNGT project to the Washoe Tribe Cultural Committee to encourage involvement.
- Participated and reported on developments in energy and the environment throughout Nevada and Lake Tahoe.

Graduate Assistant-College of Business Dean's Office

University of Nevada, Reno

August 2011 – May 2012

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- Supported the Director of Career Services with administration, employer communication and marketing for over a dozen university-wide career events and activities.
- Managed communication and efficiently handled staffing, equipment, marketing materials and signage allowing more energy to be put into student attendance and employer relations.

- Maintained registration, payments and scheduling; improving ease of use and communication with local and national employers.
- Created marketing documents, handouts, brochures and training documents for students and employers, as well as streamlined processes for future events to ensure accurate training for the fall 2012 semester.
- Achieved administrative staff satisfaction of 95% for outstanding customer service during the Fall 2011 and Spring 2012 career fair.

CEO/CSR Manager/Marketing Manager/Creative Designer

Awesome Skate & Snow, Inc., Carson City, NV

January 2006 – January 2013

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- Created business, marketing, financial and corporate social responsibility plans dedicated to the cradle-to-cradle production, recycling and decomposition process for sustainable skateboard and snowboard equipment.
- Designed, created and tested all equipment products for quality, consistency and durability.
- Managed daily operations, marketing communications and business development to create new avenues for distribution and increase sales.
- Created the stellar.com website with graphics, pictures and video of all products. Developed a separate login page for specialty skate shops at bulk order pricing.
- 100% increase in sales each year and accelerated interest in independent brands of skate and snowboard equipment.
- Spoke about stewardship at the Lake Tahoe Summit at Homewood Ski Resort in August 2011 due to my blog and small business participation in economic development around Lake Tahoe.

Elementary School Tutor

A+ Learning Solutions, Carson City, NV

December 2008 – March 2011

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- Provided students with after school tutoring in six week segments through the No Child Left Behind Act.
- Performed all administrative duties to ensure students had adequate time to complete assignments and learn new material.
- Managed enrollment fairs at numerous elementary schools, contacted parents to set up locations and times for tutoring sessions, established curriculum, graded assignments and tests, and submitted student progress reports online.
- Each segment of students performed up to 20% higher on tests during completion and all students met state qualifications.

Administrative Assistant

Carion Doty LLP, San Francisco, CA

August 2005 – December 2007

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- Assisted two Certified Public Accountants with daily tax and financial planning administrative duties.
- Used Word, Access, Outlook, Excel, QuickBooks, Ultra Tax and ProSystems software to perform daily tasks and minimize the workload for the two CPA's.
- Efficiently maintained billing, mailing of tax organizers, completing accounts receivable and payable, entering client tax information, scanning monthly financial statements and managing office operations.
- Contributed to managing various money market accounts for Carion Doty Advisors, LLC.



Jason Jones

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555-555-5555

jjones@gmail.com

Education

University of Nevada, Reno

Bachelor of Science Business Administration with a major in Entrepreneurship



Experience

Career Services Peer Mentor

UNR Career Studios

Jan 2014– Present

- Conducted one-on-one appointments with over 20 students per week, which focused on principles of effective résumés, cover letters and job interviewing
- Acquired and utilized working knowledge of application guidelines in over 18 professional fields and adapted teaching style to students' field and level of understanding
- Trained mentoring team about harassment prevention laws and guidelines for the workplace

Human Resources Intern

UNR Career Studios

Aug 2012 – Dec 2013

- Compiled a 15-part Affirmative Action Plan (AAP) for hospital staff of over 540 employees to facilitate adherence to Equal Employment Opportunity standards
- Acquired knowledge of Title VII, Rehabilitation Act, Age Discrimination in Employment Act, Equal Pay Act, Civil Rights Act, and Sex Discrimination Guidelines while compiling AAP
- Utilized Microsoft Excel to link workforce analysis, job group analysis, determination of availability and annual placement goal worksheets, which eased navigation of parts within AAP
- Collected over 300 employee finger scans, which were programmed into a more secure and user-friendly time clock system

Financial Officer

Iceberg Shaved Ice

Feb 2012 – Aug 2012

- Prepared 3-month financial projections for start-up company business plan, which was approved and fully funded by a 5-panel professional loan committee
- Collected and organized daily transaction receipts for financial audits
- Initiated shaved ice sales to campus groups by effectively identifying needs across college campus and persuaded decision makers to see product's value

Full-Time Volunteer Representative

Food Bank of Northern Nevada

Feb 2010 – Jan 2012

- Created weekly statistical reports for Church headquarters, using Microsoft Excel, which evaluated team performance and identified future training needs
- Organized 3-hour training meetings with 120 full-time volunteers per month for 7 months
- Trained other full-time volunteers regarding principles of short and long-term goal setting