

## 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 20XX, Spring 20XX</li><li>Relevant Coursework: Database Systems, Program Verification, Scientific Visualization</li></ul>	May 20XX 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 to assist with computer malfunctioning issues</li><li>Aided in developing a new software application by utilizing programming skills</li><li>Contributed to reaching daily goals by expediting the review process with a 99.5% accuracy rate</li></ul>	Glenview, IL June 20XX - August 20XX
	<b>Chicago Marketing Corporation</b> <i>Sales Assistant</i> <ul style="list-style-type: none"><li>Assisted in developing and implementing integrated advertising plans, including 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, Illinois, which subsequently generated over \$315,000 in revenue and \$57,000 in operating income</li></ul>	Chicago, IL June 20XX - August 20XX
	<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 ensure an enjoyable dining experience for guests</li><li>Provided quality customer service by responding to customer needs promptly and efficiently</li></ul>	Highland Park, IL June 20XX - August 20XX
ACTIVITIES	<b>Panhellenic Council</b> <i>Greek Recruitment Counselor and Active Member</i> <ul style="list-style-type: none"><li>Received training in conflict management, decision making, and mentoring 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>Serve on the scholarship committee to oversee the chapter's weekly participation in study hours and maintain knowledge about campus tutoring and academic assistance programs</li></ul>	Champaign, IL August 20XX - Present
	<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 and workshops</li></ul>	Champaign, IL January 20XX - Present
SKILLS	<b>Software:</b> C++ (Advanced), Adobe Photoshop (Intermediate), HTML (Basic)	



## JOOEUN LI

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### EDUCATION

#### University of Illinois Urbana-Champaign

*Bachelor of Arts in Global Studies with a Minor in Business*

- Leadership Certificate

May 20XX  
Major GPA: 3.57/4.00  
Completed: May 20XX

#### Oakton Community College, Des Plains, IL

*Associate of Arts in Global Business Studies*

May 20XX  
GPA: 3.92/4.00

### INTERNATIONAL EXPERIENCE

#### International Business Immersion Program

*Participant*

Munich, Germany  
May 20XX

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

#### IES Shanghai Study Abroad Center

*American-Chinese Student Liaison*

Shanghai, China  
January 20XX - May 20XX

- 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 issues

### WORK EXPERIENCE

#### Busey Hall University Housing

*Resident Advisor*

Urbana, IL  
August 20XX - Present

- Cooperate with 11 Resident Advisors to plan community programs
- Respond to crisis emergency situations
- Co-host "Health Sundays," a weekly program designed to educate over 500 resident hall members about to engage in healthy practices and utilize resources to support

#### Illinois State Board of Education

*Research Assistant*

Springfield, IL  
June 20XX - August 20XX

- Researched 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

*Committee Chair for Diversity*

Urbana, IL  
November 20XX - May 20XX

- 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

*Active Member*

Urbana, IL  
August 20XX - May 20XX

- Communicated with incoming freshmen throughout 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), English (Fluent), French (Functional)



## GREGORY JOHNSON

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### EDUCATION

#### University of Illinois at Urbana-Champaign

Bachelor of Science in Marketing

- ESCP Europe-Paris Study Abroad

Graduation Date: May 20XX

Major GPA: 3.66/4.00

January 20XX - May 20XX

### HONORS

- Caterpillar Excellence and Glenn Winokur Scholarships, *Recipient*
- Honors Business Program Class of 20XX, *Student*
- Leadership, Education and Development Program (LEAD), *Program Participant*

July 20XX - Present

August 20XX - Present

July 20XX - Present

### RELEVANT EXPERIENCE

#### Namasté Laboratories

Marketing Communication Intern

- Created and edited internal and external press releases about the company's recent events and involvements
- Compiled spending reports and advertising print media to analyze industry competition and ranks

Marketing Professional Brand Coordinator

- 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

Blue Island, IL (remote)

May 20XX - August 20XX

June 20XX - August 20XX

#### Champaign-Urbana Radio Group

Event Marketing Intern

- Coordinated and performed preparation tasks with Radio Group and other partnered venues and companies
- Promoted a contest and event by appearing at a live radio broadcast and talking to over 200 local residents

Champaign, IL

September 20XX - December 20XX

### ADDITIONAL EXPERIENCE

#### College of Business MBA Office

Student and Academic Services Office Assistant

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

Champaign, IL

August 20XX - Present

### LEADERSHIP & ACTIVITIES

#### American Marketing Association

Newsletter Committee Associate, Small Business Consulting Committee

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

Champaign, IL

August 20XX - Present

#### National Black MBA Association

Vice President of Communications, Social Chair

- 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

Champaign, IL

January 20XX - Present

#### Management Leadership for Tomorrow (MLT)

Career Preparation Fellow

- Selected 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

New York, NY

July 20XX

#### Business 101 Section Leader

Teaching Assistant

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

Champaign, IL

March 20XX - December 20XX



## JACOB MARTINEZ

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### EDUCATION

**University of Illinois, Urbana-Champaign**  
*Bachelor of Fine Arts in Industrial Design*

May 20XX  
GPA: 3.92/4.00

- Relevant Coursework: Contemporary Issues in Art, Visualization Drawing, Human-Centered Product Design, Computer Applications

**Lucerne University of Applied Sciences and Arts, Lucerne, Switzerland** (Study Abroad)

January 20XX - May 20XX

- Relevant Coursework: Development Engineering, Prototyping

### WORK EXPERIENCE

**Motorola Solutions**

*Industrial Design Intern*

Chicago, IL  
June 20XX - August 20XX

- Researched problems and developed new ideas to create potential design solutions
- Collaborated with marketing and engineering to ensure the successful implementation of industrial designs
- Communicated product value propositions through various media, such as storyboards and animations

**Allen Hall University Housing**

*Resident Advisor*

Urbana, IL  
August 20XX - Present

- Conduct surveys and gather feedback from residents to guide design decisions, ensuring that improvements meet the needs and preferences of the residents
- Design informative and visually appealing bulletin boards, posters, and digital placards to keep residents informed
- Create educated workshops
- Participate on call to respond to emergency crisis situations

### PROJECTS

**Sustainable Packaging Design:** Eco-friendly packaging for a small business

- Conducted research on sustainable materials and manufacturing processes, resulting in a 35 percent waste reduction in packaging
- Collaborated with the marketing team to ensure packaging design aligned with brand identity and consumer appeal

**Furniture Design:** Multi-functional coffee table

- Designed a modular coffee table with built-in storage that can convert into a foosball table, enhancing functionality in limited spaces
- Utilized SolidWorks to develop detailed 3D models and technical drawings
- Fabricated prototypes using CNC machining and woodworking techniques

**Exhibition Design:** Space exploration set-up

Designed interactive displays and activities to teach children at the local library about planets, stars, and space travel

- Designed interactive displays and activities to teach children at the local library about planets, stars, and space travel
- Incorporated multimedia elements, such as videos, animations, and interactive games, to make the learning process engaging
- Monitored visitor interactions and made adjustments to improve the educational experience

### SKILLS

**Languages:** Spanish (Fluent), English (Fluent)

**3D Modeling:** Experience with Fusion360 and SolidWorks

**Graphic Design:** Proficiency in Adobe Suite – InDesign and Illustrator

**Prototyping:** Experience with 3D printers, CNC machines, and laser cutters



## JUAN SÁNCHEZ

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### EDUCATION

#### University of Illinois, Urbana-Champaign

May 20XX

*Bachelor of Science in Anthropology*

- Relevant Coursework: Humanizing Science, Human Biological Variation, Evolution and Human Health & Disease, Forensic Anthropology, Microbiology, Molecular and Cellular Biology, Inorganic and Organic Chemistry

### PROFESSIONAL EXPERIENCE

#### Arrow Ambulance | Emergency Medical Technician

August 20XX - Present

*Champaign, IL*

- Respond promptly to emergency calls to provide pre-hospital medical care and transportation to patients
- Assess patients' conditions and administered basic life support interventions, including CPR, oxygen administration, and bandaging
- Communicate effectively with healthcare professionals and relayed accurate patient information during handover at medical facilities
- Document patient assessments, treatments, and transport information in accordance with medical protocols and legal requirements
- Participate in ongoing training and education to maintain certification and stay current with best practices in emergency medical care

#### Evolutionary Immunology and Genomics Lab | Undergraduate Research Assistant

January 20XX - Present

*Champaign, IL*

- Assist two graduate students in conducting genomic analyses using bioinformatics tools to study the evolution of immune-related genes across diverse species
- Maintain laboratory equipment and supplies, ensuring proper functioning and availability for experiments
- Participate in the development of research protocols and standard operating procedures (SOPs) for experimental procedures
- Demonstrate proficiency in statistical analysis and data visualization software to analyze complex datasets
- Uphold laboratory safety protocols and guidelines, ensuring a secure and compliant research environment
- Present at the Undergraduate Research Symposium to 40 students, staff, and faculty

### LEADERSHIP EXPERIENCE

#### Pre-Health Latino Undergraduate Society | Membership Director

August 20XX - Present

*Champaign, IL*

- Develop and implement strategies to recruit, engage, and retain Latino students interested in health professions, increasing membership by 10%
- Maintain communication channels with members through newsletters, social media platforms, and email campaigns to foster a sense of community and engagement
- Manage membership databases, tracked attendance at events, and collect feedback to assess the effectiveness of programs and initiatives
- Collaborate with five executive board members to organize and facilitate 10 workshops and two networking events to support Latino students in their career exploration and preparation for health professions

### SKILLS

- **Languages:** Spanish (fluent) and English (fluent)
- **Certifications:** CPR, First Aid, and EMT-B

