

Michael A. Preston

123 Main Street, Smalltown, PA
000-000-0000 / MP123456@wcupa.edu

EDUCATION

Master of Public Health

West Chester University

May 20XX

West Chester, PA

Bachelor of Science, Psychology

West Chester University

May 20XX

West Chester, PA

CORE QUALIFICATIONS

- Experience in specialized public health programs and the development of public health strategies and alternatives
- Solid skills at innovative program management training and designing curriculums that are concise and informative
- Knowledge of local and state techniques methods processes and guidelines for delivering information about the public health system
- Excellent communicator capable of delivering clear and concise instructions through a range of channels such as newsletters email courses and more

EXPERIENCE

Public Health Advisor

The Philadelphia Medical Group

March 20XX – Present

Philadelphia, PA

- Liaison to grantees providing budget counseling program strategies finance recording technical assets and program monitoring
- Closely monitor project planning budget coordination implementation evaluation and close-out of grantee tasks and milestones
- Counsel assigned grantees with administrative and managerial advice on project goals
- Identify potential issues offering strategies for improvement and suggesting resources for better productivity
- Assisted IISB staff with ARRA Immunization supported objectives
- Distribute medicines and nutritional supplements samples providing usage directions as per manufacturer
- Provide technical assistance to community centers in the development and implementation of public health programs

SKILLS

- Microsoft Office
- CPR and First Aid certified
- Conversational Spanish

MEMBERSHIPS

- APHA – member

September 20XX - Present

Janet C. Karol

12 Harold Dr., West Chester, PA 19380
(555)123-4567 / jckarol@gmail.com

EDUCATION

West Chester University, West Chester, PA
Master of Business Administration, May 20XX

Columbia University, New York, NY
Bachelor of Science, Industrial Engineering, December 20XX

WORK EXPERIENCE

JP Morgan, Philadelphia, PA

Associate, Investment Banking, Corporate Finance, 20XX - Present

- Conduct detailed strategic and financial analyses, prepared and participated in client presentations, supervise analysts
- Formulate acquisition/merger target recommendations for technology and power generation clients seeking to expand market share and increase P/E multiples. Analysis included comparable market valuations, precedent transactions and EPS accretion/dilution projections
- Evaluate private equity placement of \$30MM for a voice mail company seeking to expand operations. Model cash flows and calculate cost of capital
- Perform due diligence and coordinate lead managed equity and debt transactions in excess of \$500MM in healthcare, home-building and automotive industries

Accenture, New York, NY

Consultant, 20XX – 20XX

- Assisted Fortune 500 companies in identifying competitive strategies, re-engineering process flows, implementing cost-cutting initiatives and improving customer service. Led project teams, prepared client deliverables, presented to upper management, and managed client relationships
- Re-engineered Fortune 100 office automation company's existing selling strategy to empower field sales representatives, improve customer service and reduce cost.
- Conducted user interviews and benchmarking studies, performed process flow redesign and supervised 7 member team in implementing new sales force automation application. Resulted in estimated 30% reduction in cost and 40% increase in sales
- Created sustainable core competencies for a new pharmaceutical client facing industry legislative uncertainty

Columbia University, New York, NY

Resident Assistant, 20XX – 20XX

- Responsible for counseling and crisis intervention for 200 residents
- Coordinated campus activities – study breaks, focus groups, fundraisers
- Served as liaison for faculty, administration and student body

SKILLS AND INTERESTS

- Fluent in French
- Skilled in MS-Office Products, relational databases, and programming languages
- Active volunteer at West Chester Food Cupboard

Sylvia Reyes

45 Peachtree Lane, Abington, Pennsylvania
(555)123-4567 / SR987654@wcupa.edu

Education

West Chester University West Chester, Pennsylvania
Master of Social Work, May 20XX
Licensed Social Worker
Child Abuse Clearances/Criminal Background Check

University of Delaware Newark, Delaware
Bachelor of Arts in Psychology May 20XX
Dean's List: Fall 20XX, Spring 20XX
Chi Omega Fraternity member
Panhellenic Recruitment Counselor

Social Work Internships

Bensalem Township School District Bensalem, Pennsylvania
Social Work Field Practicum, September 20XX to May 20XX

- Provided case management services to students and their families, on issues ranging from attendance, grades, suspected abuse and/or neglect, drug and alcohol use, insurance needs, medical needs, housing needs, and behavioral and mental health concerns
- Co-facilitated the Y-Star group, a psycho-educational group teaching life skills to middle-school students in order to promote positive conflict resolution skills and decision making strategies
- Attended a variety of community organization meetings, including Bucks County Truancy Reduction and Curfew for Kids, Building a Better Bensalem, and the Bucks County Direct Services Coalition
- Attended weekly Instructional Support Team meetings at the Bensalem Township High School
- Served as part of the Bensalem Mental Health Team and attended bi-monthly meetings

The Network of Victim Assistance Doylestown, Pennsylvania
Social Work Field Practicum, September 20XX to May 20XX

- Served as a victim advocate, accompanying victims of crime to criminal court proceedings and to police and district attorney interviews
- Co-facilitated a support group for high-school age victims and observers of interpersonal violence
- Provided short-term crime victim counseling to Bucks County students

Customer Service Experience

The Innflight Steak & Seafood Grille Abington, Pennsylvania
Server October 20XX to Present

- Serve in a variety of positions, including hostess, until ultimately designated a top-level server

Café America Doylestown, Pennsylvania
Food Service/Manager Summer 20XX – 20XX

- Worked in all capacities of this small café, including cashier, food preparer, server, and manager

Professional Memberships

- Member of National Association of Social Workers-Pennsylvania Chapter

Jin Chan

123 Walnut Street
West Chester, PA 19382
(610)555-4321 / jchan@email.com

Education

Master of Applied Statistics GPA: 3.37/4.00, December 20XX
West Chester University – West Chester, PA

Bachelor of Statistics GPA: 3.00/4.00, May 20XX
Beijing Technology and Business University – Beijing, P.R.China
Minor: Business Administration GPA: 3.20/4.00

Related Coursework

Intermediate Linear Models	Principles of Experimental Analysis
Introduction to Categorical Data Analysis	Modern Experimental Design

Skills

SAS(Base Certified)	Microsoft Office
SQL SPSS	Mandarin Cantonese

Experience

Marketing Analytics June 20XX to August 20XX
Swift Capital – Wilmington, DE

Summer Intern

- Lead the efforts related to data collection, extraction and processing of customer acquisition data
- Assisted in the development, maintenance and execution of all marketing campaigns
- Designed and develop highly scalable database structures in support of business process automation
- Gathered and documented requirements from the analytics team to store all the fields and variables required for analysis and modeling purposes
- Performed analysis on all aspects from the campaign management cycle; including direct mail targeting, response modeling, campaign execution, and back-end analysis
- Developed and generated analytical reports to track the results of marketing initiatives and campaigns

Flight Coordinator/Ground Handler, February 20XX to August 20XX
Fastransit Aviation Service Limited – Beijing, P.R.China

Intern

- Communicated with foreign charter company via phone and email for business cooperation
- Kept and fulfilled advanced schedule for each flight operation
- Solved unexpected and emergent events
- Cooperated with ramp service departments to insure smooth flight operation
- Maintained good relation with relative government and airport authority
- Worked as a team member and an individual

Projects

A Multivariate Analysis of Airline Delays in Philadelphia, January 20XX
Multiple Regression Project on Quality Control, April 20XX
Simulated resource management of manufacturing factory; overall highest profit among 12 groups, October 20XX

Activity

Judge of 20XX ASA Poster Competition Pennsylvania Chapter
Volunteer at Willimantic Food Co-op
Volunteered in Beijing Paralympic Games as team leader and awarded as excellent volunteer

HENRY D. BRAMMEL

1152 Good Shepherd Lane, Lincoln, PA 19302

Phone: (610) 555-5222

Email: HBrammel@gmail.com

EDUCATION

Master of Science - Criminal Justice 5/20XX
West Chester University, West Chester PA
Cumulative GPA: 3.76

Bachelor of Science - Criminal Justice 12/20XX
West Chester University, West Chester PA
Cumulative GPA: 3.60

SKILLS AND QUALIFICATIONS

- Exceptional organizational, time management, communication, leadership, and problem solving skills
- Proficient in current technological trends such as Excel, Word, PowerPoint, GIS software (crime mapping)
- Strong interest in criminal justice investigation and procedure
- Basic understanding of Spanish
- Highly self-motivated and independent worker with an excellent work ethic

EXPERIENCE

Henthorn & Williams Group - West Chester, PA 1/20XX – current
Law Clerk

- Perform paralegal duties for a subrogation law practice
- Prepare and file legal drafts for clients of the firm in a timely manner
- Manage over 20 cases at a time, from opening to judgment

Bank of America - Newark, DE 8/20XX – 10/20XX
Fraud Analyst I

- Coordinated proactive fraud protection of pre and post-book consumer accounts
- Received Quarterly Award of Excellence and the Consecutive Top Performer Award for 2013

Chester County Detectives – West Chester, PA 5/20XX – 8/20XX
Intern

- Learned operations of detective firm by shadowing and assisting three detectives
- Experienced in interviewing and investigative technique

Acme Food Store #45 - North Grove, PA 5/20XX – 2/20XX
Associate

- Performed merchandise stocking and cashier duties as needed
- Delivered consistently high service for all customers and management
- Recipient of Associate of the Quarter 20XX award

Daniel Markum

321 Main Street Apt. 302B, Philadelphia, PA 19014

Home: 215-123-4567 | Cell: 215-987-6543

daniel_e_markum@gmail.com

PROFESSIONAL SUMMARY

Experience in recruiting and job posting placement, conducting phone interviews, and performing reference checks. Excellent organizational skills, managing candidate qualifications, interview results, and outcomes. Capable of identifying weaknesses or gaps in Human Resource Information Systems (HRIS).

EDUCATION

West Chester University, West Chester, PA

Master of Arts in Psychology, Industrial/Organizational Psychology, May 20XX

Bachelor of Arts in Psychology, August 20XX

CORE QUALIFICATIONS

- Adherence to privacy and confidentiality policies
- Reference and credit checks
- Employment history verification
- Confidential records management
- Technology proficiency including MS Office Suite, Social Media, and Human Resources applicant management systems

EXPERIENCE

Human Resources Assistant, 4/1/20XX - present

Ajax Manufacturing, Conshohocken, PA

- Work with HRIS administrator to create a category for qualified candidates that had been interviewed but not hired, to efficiently identify candidates for future openings.
- Assist in a review of all job descriptions to ensure they were updated, clear, and in compliance with new classification standards.
- Survey and interview department heads to review their staffing requirements. Compile information and develop monthly reports for Human Resources Director.

Human Resources Administrative Assistant, 9/1/20XX - 3/1/20XX

IKEA, Philadelphia, PA

- Performed pre-interview phone screening to enable managers to focus on the most qualified candidates.
- Accurately maintained job candidate record, in compliance with all established regulations and standards of confidentiality.
- Monitored web site daily for applications submitted.
- Scheduled interviews.

SONIA SANCHEZ

123 S. New Street, Apt. 101, West Chester, PA 19380 • ss123456@wcupa.edu • 610-987-6543

EDUCATION

West Chester University of Pennsylvania, West Chester, PA

Master of Science in Higher Education Policy and Student Affairs, May 20XX

- GPA: 3.86

Chestnut Hill College, Chestnut Hill, PA

Bachelor of Science in Psychology, May 20XX

HIGHER EDUCATION EXPERIENCE

Learning Assistance & Resource Center, West Chester University

Graduate Assistant, August 20XX – present

- Provide support to daily operations including tutor registration, directing telephone inquiries, and assisting with walk-in students.
- Design and facilitate workshops on study skills, time management, note taking, test taking, and essay writing for first- and second-year students.
- Design fliers and e-mail marketing materials to cultivate workshop participants.
- Assist the Director with research for grant proposals to fund academic support programs.

Twardowski Career Development Center, West Chester University

Graduate Intern, January – May 20XX

- Met one-on-one with students during appointments and drop-in hours to assist with resume writing, networking and interviewing techniques.
- Instructed students on how to utilize Ram Career Network, an online career services management system for job postings and related resources.
- Conducted a special assessment project to measure student satisfaction with workshops. Facilitated a focus group to gather qualitative data to complement online survey.
- Contributed to team activities during career fairs and other campus events, primarily assisting students with questions about the event and the career center.
- Presented a workshop on professional etiquette during the 25th Annual Leadership Experience for West Chester University student leaders.

Northeast Academic Support Services Association Annual Conference, Boston, MA

Graduate Staff Member, February 20XX

- Gathered and organized all materials and coordinated the entire online registration process for 600 participants. Staffed and led the on-site registration with a team of 10 volunteers.
- Participated in evening NASSA Conference Staff Meetings, focused on ensuring smooth conference operations and to correct any unexpected problems that arose during the day session.
- Introduced program presenters and collected session evaluations.

ADDITIONAL EXPERIENCE

Target, Exton, PA

Store Manager, June 20XX – May 20XX

- Recruited into Store Management Trainee program and progressed to leadership role within 16 months.
- Drove sales by overseeing the guest service and merchandising of two departments with sales ranging from \$2 - \$3 million.
- Supervised leadership team and conducted daily floor personnel meetings.
- Acted as leader on duty, as well as opened and closed the store on assigned days.
- Assisted with recruiting and hiring of sales associate team.
- Received extensive training as part of store executive leadership experience.
- Ensured excellent service by interacting with guests and team members.
- Regularly achieved sales goals and maintained budget controls.

COMMUNITY SERVICE

Habitat for Humanity, Philadelphia, PA

Build Site Volunteer, February – August 20XX

- Performed framing, roofing, siding, trim work, painting, and landscaping as a periodic participant on weekends.

Horizons for Homeless, Philadelphia, PA

Volunteer, May – August 20XX

- Interacted and played with children living in family homeless shelters and domestic violence shelters throughout eastern Pennsylvania.

ACTIVITIES

- West Chester University Bear Fair Committee, Member (20XX)
- Delta Gamma Zeta Service Fraternity, Vice President (20XX-20XX), Member (20XX-20XX)

HONORS

- Chi Sigma Alpha, Student Affairs Honor Society, Member (20XX-present)
- Recipient of Who's Who of American Colleges and Universities Award (20XX)
- Recipient of Chestnut Hill College Volunteer of the Month (April 20XX)

PROFESSIONAL ASSOCIATIONS

- American College Personnel Association (20XX-present)
- American Counseling Association (20XX-present)

Charifa Matthews

Philadelphia, PA

cmatthews20@gmail.com

(610) 610-6100

SUMMARY OF QUALIFICATIONS

- 8 years of experience in nonprofit administration, logistics, and project management
- Experience fostering collaboration among diverse stakeholders with conflicting priorities
- Exemplary composition skills with emphasis on comprehension, clarity, and form
- Well-developed cross-cultural competency strengthened by international experience
- Established history of leading teams in a flexible, dynamic, high-pressure environment

EDUCATION

Master of Public Administration – Concentration in Nonprofit Administration May 20XX

West Chester University, West Chester, PA

GPA: 4.0

Selected Team Projects (course title):

Municipal Budget Simulation (Public Budgeting and Finance)

Neighborhood Stabilization Plan for North Philadelphia (Strategic Management for Nonprofit Organizations)

Performance Improvement Plan for Mastery Charter Schools (Public Human Resources Management)

Comprehensive Immigration Reform Legislation (Policy Analysis and Program Evaluation)

Bachelor of Arts, Health & Physical Education May 20XX

Temple University, Philadelphia, PA

GPA: 3.83

Earned PA Level I Health & Physical Education Teaching Certification

PROFESSIONAL EXPERIENCE

University of Pennsylvania, School of Medicine, Philadelphia, PA 20XX - Present

Space Planning & Operations Scheduling Coordinator

- Coordinate utilization of space, staff, and resources for over 25,000 academic, administrative, and research events per fiscal year for both internal & external customers.
- Improved Data Integrity: Reevaluated data entry process. Designed outcome-based training for network of 40 schedulers. Customized reports for space and resource utilization analysis.
- Recouped Lost Revenue: Audited existing billing procedures. Redesigned billing reports to capture overlooked billable occurrences. Reduced staff processing time by 66%.
- Analyzed Utilization Trends: Designed custom reports to extract relevant data from database. Created meaningful and widely understood deliverables to identify trends and growth areas.

United States Peace Corps, Zanzibar, Tanzania 20XX - 20XX

Health Education Volunteer

- Designed Needs Assessment: Conducted interviews at 39 urban and rural schools.
- Developed Curriculum: Worked with Ministry of Education counterparts to create a multi-stage capacity-building training program for 150 teacher-counselors.
- Obtained Funding: Authored a successful proposal for PEPFAR funds to expand program scope.

Harcum College Adult Degree Programs, Bryn Mawr, PA

20XX - 20XX

Residency and Special Event Manager

- Coordinated logistics for 20 academic conferences per year with up to 300 participants each.
- Formalized Processes: Systematized conference planning into replicable, verifiable procedures.
- Supervised Staff: Hired & managed, and trained event support staff.
- Led Transition: Implemented transition of all academic colloquia to new conference facility.

Harcum College Student Success Center, Bryn Mawr, PA

20XX - 20XX

Writing Tutor

- Provided students with APA style and organizational assistance
- Coordinated with faculty to identify areas in which students required the most aid

Philadelphia Academy Charter School, Philadelphia, PA

20XX - 20XX

Title 1 Paraprofessional/Long-term Substitute Teacher (part-time)

- Collaborated with teachers, parents, and staff to develop effective Individual Educational Plans.
- Planned and implemented direct instruction for evening secondary students in English & Math.

COMMUNITY CONTRIBUTIONS

Weavers Way Cooperative Association, Philadelphia, PA

20XX - Present

At-Large Director, Leadership Committee Chair

Child Haven Crisis Nursery, Philadelphia, PA

20XX - 20XX

Volunteer

SKILLS AND LANGUAGES

- *Analytical Thinking:* Pattern recognition, critical evaluation, and optimization of complex systems.
- *Composition:* Technical and persuasive writing, editing, and proofreading.
- *Teaching & Learning:* Earned Arizona State Teacher Certification.
- *Extensive Software Proficiency:* MS Office, Crystal Reports, SPSS, Resource25, CAMS, PowerCampus, Lotus, Adobe Acrobat, and Adobe Photoshop. Quick mastery of new applications.
- *Languages:* Fluent Swahili, Rudimentary Spanish, Rudimentary Amharic.