

Chronological Resumes

Communication Student

Sally R. Student

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Target: To obtain a position as a Marketing Assistant for Nordstrom.com

Skills & Qualifications:

- Over 3 years experience in various business functions including marketing, sales, and customer service.
 - Knowledge of e-commerce, web-based marketing, and sales strategies.
 - Proficient in web page design, database management, and Microsoft Office.
 - Organized, efficient, creative, personable, and outcome oriented.
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Education:

Bachelor of Arts in Communication
University of the Pacific, Stockton, CA

May 2008

Related Experience:

Sales Representative AT&T Wireless, Stockton, CA 2004-present

- Sell 115%-175% of quota every month for 3+ years.
- Design local direct mail campaign resulting in increased walk-in traffic.
- Educate customers about products and services that best met their needs.
- Engage in self-directed education related to technology changes and trends.

Marketing Intern E-Trade, Rancho Cordova, CA Fall 2007

- Collaborated with management, brokers, and customer service to design a customer needs survey.
 - Based on analysis of survey results, developed comprehensive multimedia marketing plan for new customer promotions.
 - Increased weekly new customer enrollment by 17% during month long promotions pilot period.
 - Gained solid understanding of the dynamics of a web-based business.
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Community Service:

Fundraiser San Joaquin Aids Foundation 2002-present

- Collaborate in development and implementation of fundraising and public relations events.

Tutor Center for Community Involvement 2004-present

- Teach junior high school students math and science resulting in an average improvement of students' grades from a C- to a B+.

Psychology Student

Joe Student

110 College Street
Stockton, CA 95211

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OBJECTIVE

To obtain a Counseling Assistant position working with children in a psychiatric setting.

EDUCATION

Bachelor of Arts, Psychology

University of the Pacific, Stockton, CA

Degree Expected

December 2007

Related Course Work: Theories in Counseling, Racial and Ethnic Relations

RELEVANT EXPERIENCE

Human Services Intern

2004-Present

Newport Psychiatric Hospital, Santa Rosa, CA

- Trained in legal procedures regarding confidentiality and appropriate interaction with patients.
- Observe and document client behaviors and interactions, both individually and in group settings.
- Utilize interpersonal communication and observation skills with clients suffering from depression.
- Selected to assist a nineteen-year old female client with her re-entrance into the community.

Gymnastic Coach

Summers 2004-2006

Knoll's Gymnastic Center, San Francisco, CA

- Carefully assessed the needs of children, ages 3-16, based on physical and cognitive development.
- Designed and implemented an instructional program based on individual skill levels.
- Advised and consulted with parents on their child's ability level, developmental curriculum, and student/teacher expectations.
- Successfully coordinated class scheduling, coaching changes, and documentation of students' progress.

ADDITIONAL WORK EXPERIENCE

Medical Records Technician

2003

Health Center, California State University, Sacramento, CA

- Provided and prepared medical charts for physicians.
- Acquired knowledge of legal and medical terminology.
- Developed professional and interpersonal communication skills through interaction with doctors and staff.

Arts & Entertainment/Film Studies Student

John Harper

141 March Lane, Stockton, CA 95211

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OBJECTIVE

A career in digital rights management in the arts and entertainment industry.

EDUCATION

University of the Pacific, Stockton, CA

Bachelor of Science in Business Administration

Expected: May 2009

Specialization: Arts and Entertainment Management

Minor: Film Studies

GPA: 3.86, Honors Student, Dean's List

EXPERIENCE

Events Planning Committee

September 2007 - Present

209Vibe.com, Stockton, CA

- Collaborate with a team of students to market a new website dedicated to the San Joaquin County's arts and entertainment scene
- Undertake an active role in the promotion and operation of various 209Vibe sponsored events including concerts and private parties

Arts and Entertainment Programmer

2006 - Present

Associated Students (ASUOP), Stockton, CA

- Take several leadership roles in research, scheduling, and coordination of a variety of campus events
- Plan concerts, lectures, and other student activities that result in attendance of over one thousand people
- Demonstrate expertise in contract work, as well as the operation and rental of professional sound equipment to various on-campus organizations

Sales Associate

March 2007 – August 2007

Rasputin Music, Stockton, CA

- Joined store before they opened and through hard work and determination played an important role in store layout and product preparation
- Applied teamwork skills and attention to customer satisfaction to provide a pleasant atmosphere that was both helpful and well maintained

Radio DJ

January 2006 – May 2006

89.7 FM K-PAC, Stockton, CA

- Broadcasted to regular listeners on a weekly basis for an hour in the afternoon
- Played primarily up-and-coming indie and classic rock

COLLEGIATE AFFILIATIONS

President

May 2007 - Present

Pacific Music Management Club/MEISA Chapter

- Helped expand the educational opportunities for students at Pacific that are interested in the music industry
- Organized trips, fundraisers, concerts, and contacted speakers to come in and talk with the students on their experiences working with music

Finance Student

Mandy Daly

21 Via St., Stockton, CA 95308 ▪ (916) 866-7073 ▪ m_daly@pacific.edu

OBJECTIVE

To obtain the position of Finance Intern with Moss Adams.

EDUCATION

University of the Pacific, Stockton CA Expected May 2009
Bachelors of Science, Business Administration
Finance Concentration , Minor in Economics
GPA: 3.88

PROFESSIONAL EXPERIENCE

University of the Pacific Office of Annual Giving – Stockton, CA Jan. 07- Present
Student Caller

- Contact Alumni to update and maintain records for the university
- Thank 60+ alumni daily for contributions to the university
- Solicit donations; recognized for the highest number of pledges in one semester

Sonic Solutions Inc. – Novato, CA Summer 2007
Finance Intern

- Entered general ledger journal transactions for national and international accounts
- Processed \$100,000+ international wire transfers using Sage MAS 500 ERP System
- Developed templates for international tax audits
- Collaborated with Payroll and HR departments to accurately match employee records
- Organized account records to ensure security

Talbot's Clothing Store – Sacramento, CA Summer 2006
Sales Associate

- Provided excellent customer service through purchase suggestions and up-selling techniques
- Developed in-store and window merchandise displays monthly to encourage customer traffic and increase purchases

Kohl's Department Store – Sacramento, CA Summer 2005
Beauty Sales Associate

- Assisted customers by suggesting specific products to match particular needs and wants
- Participated in product training seminars to increase knowledge and sales techniques
- Ensured product availability through inventory maintenance

ACTIVITIES

Delta Delta Delta, Phi Rho – Stockton, CA Jan. 06- Present
Academic Development Chairman

- Implement programs for members below chapter GPA standards
- Organize and execute rewards programs for members with high academic achievement

Alpha Lambda Delta – Stockton, CA May 06- Present
Junior Advisor/Past President

- Ensure current officers are running the organization smoothly

American Cancer Society's Relay for Life – Sacramento, CA 2003- 2004

- Member of the event planning committee for two years
- Headed the games division of the entertainment committee

Education Student

Marcy Garcia

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m_garcia@yahoo.com

Objective: To obtain a full-time K-6 teaching position with the Stockton Unified School District

Education

University of the Pacific, Stockton, CA

December 2008

B.A. Education, Emphasis in Special Education, *summa cum laude*

Relevant Experience

Student Teaching- Van Buren Elementary School, Stockton, CA

August 2007-Present

- Assess students using the Woodcock Johnson III Test of Achievement
- Provide direct, individual and small group instruction
- Write, in cooperation with Cooperating teacher and IEP team, educational objectives for each special education student
- Learned how to function as case coordinator; report student growth to parents and establish expectations for the students' behavior

Swim Coach, Sycamore Stingrays Swim Club, Walnut Creek, CA

May-August 2007

- Motivated and encouraged swimmers to reach personal goals through positive reinforcement
- Created "Super Shark" program for 6 & under swimmers, including individual goal tracking for stroke improvements and a swim cap reward upon mastery of new skills
- Maintained lines of communication between parents and coaching staff
- Organized bi-weekly swim competitions for 200-300 swimmers
- Designed daily workout programs for practice sessions

Private Tutor, Walnut Creek, CA

May-September 2006

- Led private tutoring sessions for children with learning disabilities, including attention deficit disorder, hyperactivity, and dyslexia
- Maintained student portfolios in order to track student progress and develop attainable goals
- Implemented positive behavior support and token economy
- Promoted an open dialog with parents to encourage academic improvement outside the classroom
- Specialized in reading and listening comprehension, grammar skills, and writing proficiency

Additional Experience

Facility Attendant, Baun Fitness Center, University of the Pacific, Stockton, CA

2004-Present

- Coordinate fitness sessions for adults with disabilities, focusing on motor skills, body awareness, and balance improvement
- Monitor daily usage of fitness facilities and submit monthly reports to Associate Director
- Process and record memberships and maintain client records
- Maintain proper care and maintenance of exercise equipment, resulting in a 15% decrease in malfunction

Combination Resume

Biological Sciences Alumna

Mary Hansen
123 Pacific Avenue
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209-946-4444 school@study.com

OBJECTIVE

To obtain a position as a Pharmaceutical Sales Representative

EDUCATION

Bachelor of Arts, Biological Sciences, Cum Laude
University of the Pacific, Stockton, CA May 2007

Relevant Courses: Pharmacology, Biochemistry, Organic Chemistry & Anatomy

Awards: Sales Associate of the Year 2004

SKILLS AND QUALIFICATIONS

Sales

- Consistently exceeded sales goals while developing new territories with wholesale food distributor
- Increased company production by more than 50% with the implementation of new sales strategies with mortgage lender
- Successfully promoted products by addressing customer needs

Customer Relations

- Established trusting relationship with customer base to ensure customer satisfaction
- Reconciled customer complaints using individualized problem solving techniques
- Offered weekly seminars to real estate sales offices to increase customer product knowledge

Communication

- Conducted oral presentations to individuals and groups of 15 to 20 people
- Participated in education and training of new sales representatives
- Edited client-oriented newsletter, circulation of 30,000

WORK HISTORY

Pathology Assistant, Health Services, Inc., Sacramento, CA 2005-2007
Sales Associate, Macy's, Sacramento, CA 2003-2005
Pediatric Assistant, Volunteer, Stanford Hospital, Sacramento, CA 2003

COMMUNITY INVOLVEMENT

Coach, Oak Ridge Swim Team, Oak Ridge, CA 2003-2004