

SARAH STUDENT

Current Address

111 N. East Street Apt. 2
Bloomington, IL 61701
(309) 828-0000
sstudent@sun.iwu.edu

Permanent Address

222 N. Elm Street
Homewood, IL 60430
(708) 798-0000
sstudent@aol.com

Objective

To apply experience in mediation and crisis negotiation to a position in human services.

Education

Illinois Wesleyan University, Bloomington, IL
Bachelor of Arts, May 2004
Major: Psychology Minor: Sociology
Cumulative GPA: 3.6/4.0

Relevant Experience

PATH, Information, Referral, and Crisis Line, Bloomington, IL
Volunteer, 2001-present

- Respond to calls for information, referrals, crisis, and emergencies
- Answer the hotline three hours per week and one overnight monthly
- Train new PATH volunteers for hotline response

Rape Crisis Center, Bloomington, IL
Volunteer, 2001-2003

- Attend to the questions and concerns of callers in reference to rape, sexual abuse, and/or incest
- Provide on call service one week each month

Tinley Park Mental Health Hospital, Tinley Park, IL
Hospital Admissions Aid, Summers 2000-2002

- Documented and filed incoming patient information
- Participated in the interview process for patient admittance

Additional Employment

Desk Aid, Illinois Wesleyan University, September 2002-present
Lifeguard, Tinley Park Parks & Recreation Department, Summers 1999-2000

Activities & Distinctions

Concert Band, Wind Ensemble	Student Senate Representative
Student Orientation Session Leader	-Current Issues Committee
Ferguson Hall Treasurer	-Strategic Planning Committee
Tutor, Parkside Junior High School	Psi Chi Honor Society

References Furnished Upon Request

FUNCTIONAL RESUME

Steve T. Student

sstudent@sun.iwu.edu

PRESENT ADDRESS

109 E. University, #10
Bloomington, IL 61701
(309) 556-3333

PERMANENT ADDRESS

11 Ironwood
Normal, IL 61761
(309) 454-0000

OBJECTIVE

To obtain a public relations internship utilizing proven organizational and communication skills.

EDUCATION

ILLINOIS WESLEYAN UNIVERSITY, Bloomington, IL
Bachelor of Arts, May 2005
Major: English Minor: Business Administration
Cumulative GPA: 3.2 on 4.0 scale

DEMONSTRATED SKILLS

Communication and Interpersonal Skills

- Wrote numerous articles for university newspaper
- Assisted constituents in solving problems with governmental and state agencies
- Made fundraising presentations to professional collegiate marketing organizations

Marketing/Sales

- Assessed consumer needs for service, generated sales, and negotiated contracts with suppliers and customers
- Promoted University and recruited students through campus tours
- Entertained clients and answered questions at a national dealer boat show

Organizational and Planning

- Initiated, organized, and implemented fundraising projects
- Developed and implemented new programming for American Marketing Association
- Planned and coordinated all aspects of banquet and awards ceremony for State leadership conference

Computer

- Familiar with PC and Macintosh environments
- Knowledge of various software packages including Microsoft Office, Filemaker and PageMaker

EMPLOYMENT HISTORY

Tour Guide, Office of Admissions, Illinois Wesleyan University 2002-present
Legislative Intern, State Representative Dan Brady, Bloomington, IL Summer 2003
Desk Aid, Gulick Hall, Illinois Wesleyan University 2001-2003
Sales Associate, Lipscomb Marine Sales, Bloomington, IL 1999-2002

UNIVERSITY & COMMUNITY INVOLVEMENT

Reporter for the *Argus*, campus newspaper
Habitat for Humanity
• Fundraising Chairperson
Illinois Wesleyan University Varsity Football

National Fraternity
• Rush Chairman
• Chaplain
American Marketing Association

REFERENCES

Provided upon request

Janet K. Student

109 E. University #205

Bloomington, IL 61701

jstudent@sun.iwu.edu

<http://www.iwu.edu/~jstudent>

Summary of Qualifications

Work experience with programming in Visual Basic. Two semesters of programming in C++ and experience with C. Proficient in Excel, QuattroPro, and Lotus 1-2-3 spreadsheets. Proficient in many word processing programs including Microsoft Word and WordPerfect. Knowledge of database design, SQL, and MS Access, as well as web design and HTML.

Education

Bachelor of Science, May 2004

Major in Computer Science

Illinois Wesleyan University, Bloomington, IL

Cumulative GPA: 3.6/4.0 Major GPA: 3.8

Internship Experience

Application Developer, Accenture, St. Charles, IL Summer 2003

* Assisted in functional documentation, detailed design, development, performance timing and analysis of software to be distributed worldwide

Software Application Developer, 3 Com, Skokie, IL Summer 2002

* Assisted in web design and development of financial and database reports

* Responsible for installation and support of web development software packages

Work Experience

Lab Administrator, Buck Computer Lab, Illinois Wesleyan University August 2001-present

* Maintain nine Residence Hall labs including general maintenance and troubleshooting

Sales Associate, Von Maur, Normal, IL October 2000-present

* Assist customers with selection of merchandise

* Selected as Sales Associate of the Month on three occasions

University Leadership Activities

President, Association for Computing Machinery

Illinois Wesleyan Ambassador's Club

Vice President, National Sorority

Secretary, Class of 2004

References furnished upon request

COMBINATION RESUME

MICHAEL P. STUDENT

mstudent@sun.iwu.edu

Campus Address: 506 E. Walnut St. , Bloomington, IL 61701 (309) 827-0000
Permanent Address: 3333 Lake Terrace Road, Plainfield, IL 60544 (815) 436-1111

Profile

Extensive tax, insurance accounting, and managerial accounting experience coupled with strong liberal arts education. Leadership and organizational skills demonstrated through campus and community involvement. Desire position that will utilize technical and interpersonal skills while encouraging professional development.

Education

Illinois Wesleyan University, Bloomington, IL
Bachelor of Arts in Public Accounting, May 2004
Cumulative Grade Point Average: 3.8/4.0 scale

Internship Experience

Tax Accounting Services Intern, PricewaterhouseCoopers, Chicago, IL (May 2003 to August 2003)

- Prepared corporate, trust, not-for-profit, and individual income tax returns
- Compiled personal financial statements for individual client
- Researched and assisted in advising clients on investment decisions

Accounting Intern, Union Insurance Group, Bloomington, IL (August 2002 to April 2003)

- Developed computerized system for management of new subsidiary's loss reserves
- Generated monthly bond, interest, and dividend reports and corresponding entries
- Organized and completed schedules for quarterly and annual statements

Additional Work Experience

Accounting Manager, Argus, Illinois Wesleyan University Student Newspaper (August 2002 to present)

- Serve on Executive Decision Committee for development of newspaper
- Manage payroll, billing, and all other bookkeeping activities

Teaching Assistant, Introduction to Accounting, Illinois Wesleyan University (August 2002 to present)

- Develop and guide group activities for class of thirty undergraduate students
- Instruct students through lectures and tutoring

Administrative Assistant, Spectrum Technologies, Inc., Plainfield, IL (Summers 2000 and 2001)

- Filled orders and collected on delinquent accounts
- Coordinated trade show activities and reservations

Sales Associate, Naperville Sport Shop, Naperville, IL (June 1996 to August 1999)

- Customized and processed monogramming and silk-screening orders
- Administered operations of clothing printing press

Computer Experience

Word Perfect 6.1
Lotus Smart Suite

Fast-Tax GoSystem
Microsoft Works

Peachtree Accounting Software
Great Plains Software

Honors & Activities

-IWU Varsity Soccer (captain)
-Shirk Alumni Scholarship Recipient
-Arthur H. Carter Accounting Scholarship Nominee
-Phi Gamma Nu, Professional Business Fraternity

-Volunteer, Marc Center
-Secretary, IWU Accounting Society
-IWU Volunteer Weekend Participant
-Make-A-Difference Day Volunteer

References

Provided upon request

EDUCATION RESUME

Karen L. Student

201 E. Emerson St. • Bloomington, IL 61701 • (309) 556-0000 • kstudent@sun.iwu.edu

OBJECTIVE:

To obtain an elementary teaching position and to become involved in coaching and extra-curricular activities.

EDUCATION

Illinois Wesleyan University, Bloomington, IL

Bachelor of Arts, May 2004

Major: Educational Studies

Endorsement: Mathematics/Middle School

Cumulative GPA: 3.5/4.0 Major GPA: 3.75/4.0

Certification: Illinois Type 03

STUDENT TEACHING EXPERIENCE

Fifth Grade, Colene Hoose Elementary School, Normal, IL Fall 2003

- Completed fifteen week teaching experience in a self-contained, culturally diverse classroom, including four weeks of full-time teaching
- Effectively used a variety of teaching strategies including cooperative learning, whole language instruction, and manipulatives in math and science
- Motivated students through a positive and active learning environment
- Evaluated student performance and behavior in preparation for student and parent conferences
- Incorporated music, art, and technology into the classroom

PRACTICAL EXPERIENCE

Fourth Grade, Oakland Elementary School, Bloomington, IL

Spring 2002

Fifth Grade, Fox Creek Elementary School, Bloomington, IL

Fall 2001

ADDITIONAL EXPERIENCE

Camp Counselor, Girl Scouts, Kenosha, WI

Summers 2000-01

- Coordinated group activities for 25 girls aged 10-15
- Organized summer program for children and other counselors

Swimming Coach, YMCA, Peoria, IL

Summer 1999

- Coached and advised 8-10 year olds in swimming skills

HONORS AND LEADERSHIP INVOLVEMENT

Student Senate, Treasurer, 2002

Student Education Association, Secretary, 2000-02

Big Brothers/Big Sisters, Volunteer, 2000

Kappa Delta Pi Education Honors Society

REFERENCES

Available upon request

Samuel Student
sstudent@sun.iwu.edu

Campus Address

1301 North East Street
Bloomington, IL 61701
(309) 556-0000

Permanent Address

411 S. West Street
Galesburg, IL 61401
(309) 342-0000

Objective

To obtain a summer internship that will utilize customer service skills in a new and challenging role.

Summary of Skills

- Background in customer service and successfully dealing with difficult customers
- Demonstrated ability to handle several tasks at once
- Enjoy working with people and training others to do their job effectively
- Computer Skills: Microsoft Word and Excel, competent in Mac and PC environments

Education

Illinois Wesleyan University, Bloomington, Illinois
Major: Sociology Minor: Business Administration
GPA: 3.4/4.0 Expected Graduation Date: May 2006

Related Work Experience

Sales Associate, Von Maur, Bloomington, IL, Fall 2002 – present
Received award for outstanding customer service in shoe department
Responded to customer inquiries and promoted sales and merchandise effectively
Trained and demonstrated quality service to new sales associates
Selected and priced items; set-up displays

Retail Sales Representative, Sears & Roebuck, Galesburg, IL, 2000-02

Frequently requested by repeat customers for assistance in selecting merchandise
Responded to customers' questions, stocked shelves, processed sales
Balanced cash drawer accurately for duration of employment

Additional Experience

Clerical Assistant, IWU Financial Aid Office, Bloomington, IL, Fall 2003
Desk Aide, IWU Ferguson Hall, Bloomington, IL, Fall 2001-Spring 2002
Lifeguard/Swim Instructor, Galesburg YMCA, Galesburg, IL Summers 1999-2001

Honors and Activities

University

Alumni Scholarship
Men's Tennis Team
Volunteer, Big Brothers/Big Sisters

High School

Varsity Football and Tennis
National Honor Society
Students Against Drunk Driving