

## SARAH STUDENT

### Current Address

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Bloomington, IL 61701  
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### Permanent Address

222 N. Elm Street  
Homewood, IL 60430  
(708) 798-0000  
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### **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*

**Janet K. Student**

109 E. University #205

Bloomington, IL 61701

[jstudent@sun.iwu.edu](mailto: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

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*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

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#### **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  
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**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