

Rèsumè Samples

The following samples have been created based upon national research and conversations with recruiters that hire Illinois State University talent. While you are not required to follow any of these formats, they are available as a resource to review while creating your own. If you have any additional questions after reviewing these formats, visit Career Services during drop-in hours or schedule an appointment with your career advisor.

General guidelines:

- Create using a Word document.
- Use margin and font size adjustments, spacing, and headings to fit rèsùmè on one full page.
- Margins should be between .5” and 1”.
- Font size should be between 10-12 point, except for your name and section headings, which should be in larger font.

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CAREER SERVICES
Illinois State University

NAME

Address

Phone

Email

OBJECTIVE (optional)

Your objective should be a brief, concise statement that highlights the skills you can offer the organization. Avoid sentences.

EDUCATION

Institution Name, City State

Degree Title and Major(s)/Minor(s)

Graduation Month and Year

Cumulative/Major GPA: XX/4.0; *Academic Honors*: List any honors

Related Coursework: List courses that highlight unique skills/knowledge related to the position for which you are applying

Previous Institution Name, City State (if applicable)

Degree

Date

RELATED EXPERIENCE

Job Title

Date(s)

Organization, City State

- Describe responsibilities and skills obtained in order of importance based upon job posting
- Start each bullet point with an action verb, then add skills and abilities developed while performing the task
- Experiences listed under 'Related Experience' should be related to the position you are applying to – customize your r sum  and reorder experiences based upon the position

Job Title

Date(s)

Organization, City State

- Quantify your experiences when possible
- Focus on key skills and qualifications highlighted in a job description and match your bullet points to those listed
- Bullet points should be clear, concise statements – no sentences

OTHER HEADINGS (additional experiences categorized into appropriate sections)

Job Title/Position

Date(s)

Organization, City State

- Continue listing appropriate bullet points for experiences and skills gained; there are no rules that state you should have a certain amount of bullet points – it all depends upon the position you are applying for

COMMUNITY SERVICE

Organization, City State

Date(s)

- Bullet points could also be added for community service experiences

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Certification/Professional Association, Organization, City State

Date(s)

SKILLS (optional)

Basic/Intermediate/Proficient in _____

REGGIE REDBIRD

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Normal IL 61790
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OBJECTIVE

To obtain an internship as a fitness assistant in a health and fitness environment

EDUCATION

Illinois State University, Normal IL

Bachelor of Science in Recreation Management

May 2020

Cumulative GPA: 3.4/4.0

Academic Honors: Dean's List: Four semesters

Related Coursework: Fitness in the Recreational Environment, Advanced Recreation Programming, Recreation Leadership

Heartland Community College, Normal IL

Earned 30 credit hours

Aug 2016 - May 2017

RELATED EXPERIENCE

Strength and Conditioning Assistant

June 2018 - Present

Youth Training Center, Bloomington IL

- Develop conditional programs for youth ages 12-17
- Assist conditioning coach with supervision of speed and endurance programs
- Record and maintain strength and conditioning data

Practicum Experience

Jan - May 2019

Advocate BroMenn Wellness Center, Normal IL

- Coordinated and led group exercises including warm ups and cool downs
- Assessed participants' fitness testing and recommended exercise plans
- Presented educational seminars on stress management to groups of 8 – 10 adults

Fitness Volunteer

Jan - May 2018

Fallview Fitness Center, Normal IL

- Co-designed circuit workouts with supervisor for exercise fitness program operation (20 hours per week)
- Led and instructed 27 aerobics participants and integrated exercise knowledge into classes

WORK EXPERIENCE

Sales Representative

Aug 2015 - Dec 2016

Read's Sporting Goods, Normal IL

- Trained new employees in day-to-day operations; completed store opening and closing procedures
- Contributed to increased customer sales through extensive product knowledge

COMMUNITY SERVICE

YWCA Volunteer, Normal IL

Sept 2016 - Jan 2018

- Staffed front desk and followed guidelines to ensure positive experience for members
- Assessed inquires and concerns; notified appropriate team member when necessary

CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

CPR and First Aid Certification, American Red Cross, Normal IL

Nov 2016 - Present

Leaders In Fitness Education Club (LIFE), Member

Sept 2016 - Present

REGINA R. REDBIRD

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SUMMARY OF QUALIFICATIONS

- Highly skilled personnel manager with 10 years of experience hiring, training, and managing diverse teams
- Professional written and interpersonal communication skills developed through weekly report writing, supervision, and training of staff
- Strong organizational and problem-solving skills
- Successful ability to simultaneously manage multiple tasks

PROFESSIONAL EXPERIENCE

ABC Company, Schaumburg IL

Human Resources Associate Director

Nov 2016 – Present

- Manage personnel, finance, and automated systems' activities
- Establish goals and objectives; set priorities for accomplishing overall organizational functions
- Assist supervisor in establishing and implementing unit and individual training goals and objectives
- Review completed personnel actions to ensure all policies and procedures are closely followed
- Assist department director with strategic planning and establishment of unit action plans
- Process background checks, coordinate drug screenings and expedite preparation of files

XYZ Company, Chicago IL

Regional Human Resources Manager

June 2014 – Nov 2016

- Promoted to position
- Managed HR functions for 15 office locations and collaborated with corporate office to implement core programs
- Prepared and processed personnel files and payroll; maintained records and files
- Established performance management system for sales and recruitment process guidelines
- Served as principal administrator responsible for performance of a variety of technical, analytical, advisory, and coordinating duties for the director
- Served as key point of contact regarding recruitment and retention for the region
- Implemented new training program which streamlined training staff by more than 60%

Human Resources Specialist

June 2010 – June 2014

- Recruited and interviewed candidates; contact references and performed background checks on finalists
- Consulted with managers to identify employment needs; managed employee personnel files via online platform

EDUCATION

Bachelor of Science in Business Administration

May 2010

Career Competency: **Human Resource Management**

Illinois State University, Normal IL

CONTINUING EDUCATION

Certificate – Innovation and Change Management – Northwestern University School of Continuing Studies

Attended multiple seminars on management and leadership through the Management Association including goal setting, conflict resolution, and mentoring

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Human Resources Management Association of Chicago

July 2010 – Present

Management Association

Dec 2016 – Present

Board Member, Boys and Girls Club of Chicago

June 2017 – Present

Recipient, City of Chicago Neighborhood Economic Development Award

Feb 2013

LANGUAGES AND SKILLS

Computer: Proficient in PeopleSoft Systems, Kronos and Microsoft Office

Spanish: Intermediate (reading, writing, speaking)

Granny Smith-Apple

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OBJECTIVE

To obtain a summer IT internship requiring communication, leadership, and creative problem-solving skills

EDUCATION

Illinois State University, Normal IL

Bachelor of Science in Information Systems

May 2020

Sequence: **Web Application Development**

Cumulative GPA: 3.68/4.00

Related Courses: Program Solving, Computer Application Programming, Hardware and Software Concepts, System Development

Illinois Central College, East Peoria IL

Associate in Science

December 2017

TECHNICAL SKILLS

Software: Nessus, Splunk, NMap, Wireshark, Win PCAP, Windows Server 2003/2008/2012, VMWare, Tivoli Storage Management, CommVault, Microsoft System Center Configuration Manager (SCCM), Windows Deployment Services (WDS), Windows Server Update Services (WSUS), Dream Weaver, Visual Studio, Eclipse, Office 365, AirWatch, CryptoPrevent

Hardware: Windows Servers, Workstations, Laptops, Tablets, and peripheral equipment

Operating Systems and Other Systems: Windows 7, Windows 8/8.1, Windows 10, Windows Server 2008/2012/2016, Microsoft SQL Server 2010/2016, iOS, Android, Active Directory, Group Policy, Linux

Languages: Python, SQL, HTML, C#, CSS, JavaScript, Oracle, Java

INTERNSHIP AND RELATED EXPERIENCE

Freelance Computer Design and Repair, Peoria and Normal IL

May 2017 - Present

Consultant

- Design and create websites and applications for clients
- Train computer literacy to clients on a one-to-one basis
- Set-up computers and other technological equipment for individuals and small businesses
- Repair simple and complex hardware/software problems

Illinois State University, Normal IL

January 2019 - May 2019

Intern, Student Affairs Information Technology

- Monitored server health and functionality, looking for anomalies that could affect server performance
- Charted usage of new devices being implemented within Student Affairs Division for use in future hardware needs
- Created user documentation for the creation of a clustered storage system to be used by Student Affairs departments

ACTIVITIES

Tau Kappa Epsilon, Illinois Central College, East Peoria IL

August 2016 - December 2017

Philanthropy Chair

- Ran several philanthropies including The Great Pumpkin Food Drive, which aided a local food pantry
- Collaborated with other fraternities and sororities to encourage involvement in the community and Greek life on campus

OTHER WORK EXPERIENCE

Walmart, Normal IL

March 2016 - January 2018

Cashier

Cinderella 'Cindy' Tremaine

(309) 573-3186 | cindytremaine@gmail.com

Normal, IL

Objective

Obtain position that will utilize communication and teamwork skills as well as public policy knowledge

Education

Illinois State University, Normal IL

Bachelor of Arts and Sciences, History

December 2020

Minor: **Political Science**; Career Competency: **Public Policy Analysis**

Cumulative GPA: 3.3/4.0

Related Coursework

Politics and Public Policy, Department of Politics and Government

Fall 2019

- Co-researched and composed term paper on balancing state budgets and tax reform with classmates
- Co-presented synopsis of term paper to class

Pre-Professional Experience

Washington Community High School, Washington IL

Teacher's Assistant, U.S. History

September-December 2017

- Assisted teacher in prepping for class and ensured students stay on task during class
- Reviewed and organized assignments turned in by students; communicated missing assignments with teacher
- Provided meaningful critiques on students' group projects; followed up with groups to ensure changes were made
- Clarified concepts pertinent to the subject matter one-to-one with students as needed

Unity Community Center, Normal IL

Youth Center Volunteer

February 2019-August 2019

- Provided assistance to childcare professionals
- Monitored elementary-aged youths and gave aid in their school assignments

Leadership Experience

Anime Club, Illinois State University, Normal IL

Club President

April 2018-May 2019

- Guided discussion with Board of Officers during meetings to maintain focus of agenda items
- Directed fundraising and public relations projects
- Resolved conflicts between members as needed
- Facilitated a safe and healthy environment for members

Work Experience

Events Management, Dining and Hospitality, Illinois State University, Normal IL

Pots and Pans Washer

September-December 2018

- Coordinated work efforts with coworkers; supported new employees in learning to do their jobs
- Executed multiple tasks in a short span of time adhering to kitchen sanitation guidelines

Maggie Redbird

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Education

Illinois State University, Normal IL May 2019
Bachelor of Science in Human Resource Management
Major GPA 3.75/4.0; Dean's List: Five semesters

Harper College, Palatine IL May 2017
Associate of Arts with a Business Administration Emphasis
Cumulative GPA 3.94/4.0; Summa Cum Laude graduate

Related Experience

Human Resources Assistant Intern, Amazon May 2018 - July 2018
Waukegan IL

- Led new hire orientation and onboarded over 100 new employees
- Collaborated with Amazon's HR Development team to create 10 new online trainings for HR personnel
- Engaged employees and found innovative ways to voice their concerns and problem solve
- Motivated employees through on-site events to increase attendance such as an on-site picnic, raffles, and served lunches
- Explained paid time off, employee portals, policies, and procedures to new and existing employees
- Navigated human resources information systems effectively (MyTime, Excel, PeopleSoft, and Oracle)
- Paid attention to detail while fixing employee time cards and schedules

Human Resources Recruiter Intern, American Red Cross Jan 2018 - April 2018
Peoria IL

- Shared the essential functions of American Red Cross while co-leading new employee orientation
- Demonstrated proficiency in HR software Workday by performing sourcing, screening, and scheduling tasks
- Recruited candidates and conducted phone screens for paid positions, internships, and volunteer positions
- Interviewed potential candidates for internship and volunteer positions for the Heart of America Red Cross region

Human Resources Intern, Sonnenberg LLC Dec 2016 - Jan 2017
Pleasant Prairie WI

- Brainstormed recruiting ideas and redeveloped Sonnenberg's current recruiting process to reach new potential employees
- Reviewed résumés and cover letters as an active member of the hiring and recruiting process
- Conducted phone interviews, analyzing candidates' qualifications that will enhance the company
- Handled confidential employee information in the act of organizing files and updating their employee filing system

Other Experience

Career Ambassador, Career Center, Illinois State University Aug 2018 - May 2019
Normal IL

- Revised and provided constructive criticism effectively to college students receiving résumé and cover letter reviews
- Delivered presentations to undergraduate students and organizations on résumés, LinkedIn, and professionalism
- Promoted and assisted during university-wide events such as internship and career fairs

Front Desk Staff and Lab Monitor, School of Information Technology, Illinois State University Jan 2018 - May 2018
Normal IL

- Delivered excellent customer service by answering questions in person and over the phone
- Helped students and faculty by performing clerical duties and directing students throughout the School
- Facilitated policies and procedures while checking students into the School of IT computer labs

Marketing Analyst Intern, Logical Position Jun 2017 - Aug 2017
Deer Park IL

- Increased clients' search engine rankings as part of the search engine optimization team
- Exhibited understanding of Google Analytics, Google Keyword Planner, SEMRush, and Ahrefs
- Developed content for clients that is used and published on their professional websites
- Earned Google AdWords certification and demonstrated proficiency in Microsoft Office

Activities and Involvement

Team Captain, 1st place team in the Illinois State SHRM Case Competition April 2019
Member, Society for Human Resources Management (SHRM) Illinois State University Chapter Sept 2016 - May 2019
Business Week Mentor, Illinois State University's College of Business Aug 2018 - Dec 2018
Director of Social and Service, Illinois State University's Women in Business Organization Aug 2017 - May 2018

Reggie R. Bird

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OBJECTIVE

To obtain a business teaching position; willing to assist with student government and high school athletics

EDUCATION

Illinois State University – Normal IL

Bachelor of Science, Business Education

May 2018

Endorsements: Business, Marketing, Computer Education

License: Professional Educator License

PRE-PROFESSIONAL EXPERIENCE

McLean County Unit District #5 – Normal IL

Student Teacher, Normal Community High School (10 Weeks)

January 2018 – March 2018

- Classes Taught: Introduction to Business, Business Management, Work Program, Internship Program
- Created daily lesson plans for each class that included a variety of teaching strategies
- Modified teaching styles and strategies to follow and adapt to specific IEP, 504, and ESL learning students
- Utilized Skyward to monitor, input and organize grades
- Facilitated an engaging classroom environment where students were encouraged to participate and express emotion
- Assisted Senior Class Board in preparing senior-related end of year activities

Student Teacher, George L. Evans Junior High School (6 Weeks)

March 2018 – May 2018

LEADERSHIP, STUDENT ACTIVITIES AND INVOLVEMENT

College Mentors for Kids Student Organization, Illinois State University, Normal IL

Treasurer

August 2017 – December 2017

- Reconciled bank accounts and collaborated with executive team to determine budget

President

August 2016 – August 2017

- Directly supervised day-to-day functionality and operations of volunteer program
- Managed and organized staff of 35 college leaders and 180 college mentors
- Facilitated bi-weekly staff meetings with planned agendas and team-building activities
- Justified spending and saving assets to line up with \$30,000 fundraising budget
- Ensured a positive, engaging experience for families of children in program through clear communication

General Manager

August 2015 – August 2016

Member

September 2013 – Present

Pi Omega Pi Business Teacher Education Honor Society, Illinois State University, Normal IL

National Organization Student Representative

April 2017 – April 2018

Illinois State Chapter Vice President

August 2016 – December 2017

Alternative Breaks

- Atlanta, GA – Service Project: Homelessness and At-Risk Youth March 2017
- Nairobi, Kenya – Service Project: HIV/AIDs Education and Poverty May 2017

COACHING EXPERIENCE

Assistant Sophomore Baseball Coach, Normal Community High School, Normal IL

Spring 2018

- Developed and supervised drills in absence of coach

Assistant Baseball Freshman Coach, University High School, Normal IL

Spring 2017

Head T-Ball Coach, Towanda Park District, Towanda IL

Summer 2017

Baseball Instructor/Camp Assistant, Homerun Sports and Fitness, Bloomington IL

Summers 2012 – 2016

CERTIFICATIONS

- Human Kinetics Coach Education, ASEP Coaching Orientation 2E February 2018
- Human Kinetics Coach Education, IHSA Sport First Aid February 2018

STEVEN A. SPIELBIRD

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SUMMARY

- Extensive experience working with the public in large and small venues
- Committed to cooperative teamwork to accomplish successful events
- Dependable and conscientious; ability to thrive with minimal supervision

EDUCATION

Illinois State University Normal IL
Bachelor of Fine Arts May 2020
Major: **Theatre Studies - Theatre Management** Cumulative GPA: 3.7/4.0

THEATRE EXPERIENCE

Blue Man Group Chicago Chicago IL
Ticket Sales Representative Summers 2017 – Present

- Complete telephone and walk-up ticket sales refining client relations
- Work directly with customers at Will Call window just before show time
- Resolve discrepancies between patrons and ticket suppliers efficiently and professionally
- Collaborate with upper management on ways to run more efficiently while cutting costs

Community Players Theatre Bloomington IL
Production Assistant August 2018 – May 2019

- Tended to immediate needs of artists
- Helped prepare for theatre tours by creating checklists and compiling necessary items
- Aided well-known acts such as Dave Matthews Band and Willie Nelson
- Executed stage preparation for large casts including Beauty and the Beast (National Tour)

2nd Stage Theatre New York NY
Box Office Representative Summer 2016

- Handled daily and advanced ticket sales
- Operated subscription-based ticketing program to handle the functions of multiple shows
- Maintained tickets sales reports and communicated profits to general manager

ORGANIZATIONS & ACTIVITIES

University Program Board, Illinois State University Normal IL
Event Production Manager Fall 2018 – Present

- Lead, encourage, and motivate student volunteers and paid staff to create an inviting environment
- Direct and coordinate all logistics of preplanning, set up, and execution during events

Illinois State University Theatre Association (ISUTA) Normal IL
Vice President January – August 2017

- Promoted events targeted toward individuals from a wide variety of backgrounds

ADDITIONAL WORK EXPERIENCE

Culver's Bloomington IL
Cashier August 2017 – May 2018

Minnie A. Mouse

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mamouse@nonisue-mail.com

Objectives and Research Interests

Seeking GIS and remote sensing-oriented employment that will utilize background in biology and geographical research including experimental design, statistical analyses, grant writing, professional scientific presentations and publications while building collaborative networks.

Research interests include community-based conservation, GIS and Remote Sensing and applied science. Would particularly like to incorporate the use of technology to solve local conservation issues. Previous work has incorporated African conservation, field work and lab-based research.

Education

Illinois State University, Normal IL

May 2019

Master of Science in Biology, School of Biological Sciences

Biology Geographic Information Systems (GIS) Graduate Certificate

Thesis title: *Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of East-Central Africa*

- Quantified environmental stress in *Lophuromys aquilus*, the dark-colored brush-furred rat, in an area of high biodiversity and conservation interest in order to assess effect of anthropogenic impact

Coursework: Advanced Statistics, Biostatistics, Conservation Biology, Geographic Information Systems, Remote Sensing Independent Study

GPA: 4.0/4.0

University of Delaware, Newark DE

May 2015

Bachelor of Science in Wildlife Conservation, Biology minor

Cumulative GPA: 3.8/4.0; Honors Degree with Distinction; Dean's List: Eight semesters

Study Abroad, Tanzania

Summer 2014

- Coursework included Community-based Conservation and Conservation of African Wildlife

Instrumentation Experience/Skills

Geographic Information System software (ArcMap and ArcCatalog)

Remote Sensing software (ERDAS and ENVI)

SAS software

TPS and IMP morphometric software

Languages

Spanish: Basic (reading, speaking)

Pre-Professional Academic Experience

Biology Undergraduate Independent Study

Spring 2015

- Coached students in Nairobi, Kenya virtually through project implementation, literature review, scientific writing GIS Workshop, Mapping of Resources for Development-RCMRD
- Collaborated with African students and developed professional contacts within the African GIS and conservation community

Geometric Morphometrics Workshop, Berkeley, CA

July 2015

- Learned use and application of morphometrics in biological research

Publications

Mouse, M., J. L. Bowman, and N. Nazdrowicz, *Feasibility of using spot pattern to identify individual long-tailed salamanders*. (2017) In review: Herpetological Review.

Research Experience

University of Delaware, Newark DE

Aug 2014 – May 2015

- Assisted in design and execution of songbird surveys

University of Delaware, Newark DE

Aug 2013 – May 2014

- Assisted with salamander mark-recapture field work and data management

Pre-Professional Teaching Experience

Graduate Assistant/Instructor, Ecology

Aug 2015 – May 2019

- Instruct laboratory and field components of course (one or two sections per semester) for sophomores, juniors and seniors
- Assisted in redesign of laboratory syllabus, including introduction of one new lab and modifications for several others

Teaching Assistant, Molecular and Cellular Biology

Spring 2015

- Laboratory instructor (two sections per semester)
- Introduction to university-level biology lab-based experiments and exercises for freshmen

Peer Mentor, University of Delaware

Fall 2014

- Taught class that mentored freshmen on university life
- Acted as liaison between students and university personnel, and informed students about available resources and facilities

Technology Assistant, Pearson Computing Site, University of Delaware

Sept 2012 – May 2013

- Supervised computer lab for students and provided technical support for classes

Selected Posters

- Mouse, M., J. Kostelnick, and S. Loew. 2019. Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of Africa. Symposium on Biomathematics and Ecology Education and Research, Normal IL
- Mouse, M., J. Kostelnick, and S. Loew. 2019. Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of Africa. AAG Annual Meeting, Washington D.C.

Selected Presentations

- Mouse, M. Rwanda Travel, December 2018. Africa Council Presentation, Field Museum of Natural History, Chicago IL
- Mouse, M., S. Loew. April 2019. Fluctuating asymmetry as an indicator of habitat degradation across the Albertine Rift of East-Central Africa. BEES Brown Bag, Normal IL

Selected Fellowships/Grants

Association of American Geographers Fellowship (AAG-MyCOE)

Summer 2018

- NSF-funded fellowship research in Africa; goal to increase African geographic knowledge and provide the tools and technology to facilitate local biodiversity initiatives
- Increased GIS and remote sensing capacity, restructuring avian monitoring protocol and facilitation of data entry and statistical analysis

African Council Grant, Co-PI with S.S. Loew

Summer 2016

- Field Museum, Chicago; amount received: \$2500

Organizations

Member, Phi Sigma, Sigma Xi (National Biological Honor Society)

Member, Association of American Geographers

Member, The Society for Conservation GIS

Member, Society for Integrative and Comparative Biology

BRIANA B. BRAIN

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EDUCATION

Illinois State University

Normal, IL

Bachelor of Science, Psychology

May 2019

Minor: Criminal Justice

RELATED COURSEWORK AND RESEARCH EXPERIENCE

Department of Psychology, Illinois State University

Normal, IL

Research Capstone Project

Jan 2019 – Present

- Co-develop research project hypothesis and create faux data for assignment with classmates
- Analyze data using SPSS
- Report and interpret statistics in final research paper; co-presented results during class

Research Apprenticeship, Drs. R. Redbird and A. Milner

Aug 2017 – Present

- Completed CITI training
- Review previous literature on research topics
- Assist with data collection; interact with participants
- Code and enter data into data analysis software (SPSS)
- Presenter of findings, Illinois State University *Undergraduate Research Symposium* (April 2019)

TEACHING ASSISTANT EXPERIENCE

Teaching Assistant, PSY 213 (Lifespan Development)

Fall 2018

- Communicated information to undergraduate students regarding class schedules and assignments
- Graded and entered assignments into gradebook via online platform
- Assisted professor with preparing for class assignments and lectures
- Facilitated review sessions for students; administered tests in absence of professor

Teaching Assistant, PSY 215 (Educational Psychology)

Spring 2018

- Conducted literature searches to update course content; communicated suggestions to professor during weekly meetings
- Organized resources to be used to update course content
- Attended classes weekly to track attendance and complete minor administrative work

WORK EXPERIENCE

Event Management, Dining, and Hospitality, Illinois State University

Normal, IL

Student Manager, McAlister's Deli

Jan 2017 – Present

- Promoted into position
- Train new employees; delegate tasks as needed to student employees
- Document student employee infractions and communicate to immediate supervisor
- Monitor inventory and communicate to supervisor when low

Cashier, McAlister's Deli

Aug 2016 – Jan 2017

- Adhered to food safety protocols; followed guidelines on food presentation
- Properly managed and balanced credit cards and cash drawers; developed rapport with customers

STUDY ABROAD EXPERIENCE AND ACTIVITIES

Member, Psi Chi, Illinois State University, Normal IL

Feb 2017 – Present

Study Abroad, Panama City, Panama

Summer 2018

- Assisted in local orphanage with administrative duties; enrolled in Central America Sociology course

Annemaria ‘Anne’ McDonald

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EDUCATION

Illinois State University Normal IL
Master of Science, Hydrogeology December 2020
GPA: 3.9/4.0

Thesis: Evaluating the removal of nitrate from a low gradient third order agricultural stream

University of Wyoming Laramie WY
Bachelor of Science, Physical Geography May 2016

PUBLICATIONS

Rodriguez, P.N., Peters, R.L. (2018), “Evaluating the Role of Sinuosity in Nitrate Removal from Little Kickapoo Creek,” Geological Society of America Abstracts.

RELATED WORK EXPERIENCE

Department of Geography – Geology, Illinois State University Normal IL
Teaching Assistant August 2018 – May 2019

- Instructed and prepared weekly Principles of Geology laboratory for up to 90 students
- Explained geologic concepts to students on an individual basis during office hours
- Assessed student learning offered study sessions as needed
- Maintained class’s online presence and managed communications via platform messaging system

Field/Research Experience August 2017 – May 2018

- Gathered and investigated field data for use in construction of conceptual models
- Collected and interpreted stream gauging, aquifer and slug test data
- Prepared, conducted, and tested laboratory analysis of water samples
- Presented findings to team via weekly meetings

Rockford Map Publishers Belvidere IL
Customer Service Representative November 2017 – August 2018

- Addressed customer calls regarding plat book errors; organized and maintained copyright licensing database

Analytical Surveys Inc. Colorado Springs CO
Geographic Information System Specialist May 2016 – November 2017

- Executed data capture and attribution from source documents

Task Lead

- Led training of new employees in software and project specifications; communicated staff technical issues
- Oversaw quality control for a division of 120 employees including training sessions

Geographic Information System Technician

- Prepared documents for conversion into a GIS

PROFESSIONAL MEMBERSHIPS

The Illinois Groundwater Association; Geological Society of America; National Ground Water Association

SOFTWARE

MODLFLOW	Phreeqc	ESRI ArcGIS	SigmaPlot	OTIS	ENVI	MATLAB
AQTESOLV	Aquachem	Surfer	Canvas	MS Office	R	

EQUIPMENT

Hydrolab MiniSonde 4a	Water level indicators	Dionex Ion Chromatograph	Nikon pulse laser Total Station
Flomate Flometer	Pressure transducers	Data loggers	
Submersible pumps: Grundfos 2, 4 and Redi Flo Variable Frequency Drive			
Water quality meters: YSI Model 63, 85, 6600 and 5000			

Regina T. Redbird

456 College Avenue • Normal, IL 61761 • (456) 888-0000 • rtredb2@nonisue-mail.com

EDUCATION

Mennonite College of Nursing, Illinois State University, Normal IL

Bachelor of Science in Nursing

May 2020

Minor in Spanish

Cumulative GPA: 4.0/4.0 Dean's List – Seven semesters

RELATED EXPERIENCE

OSF Healthcare St. Joseph Medical Center, Bloomington IL

May 2019 – Present

Emergency Department Intern

- Work with nurse preceptor; responsible for multiple patients
- Perform head to toe assessments; initiate peripheral intravenous access
- Complete weekly hospital rotations in Cath Lab, Surgical Department, Ambulatory Care Center
- Operate EKGs, telemetry, Epic hospital software

Nursing Simulation Lab, Illinois State University Normal IL

August 2017 – May 2018

Lab Assistant

- Worked alongside a nursing professor in clinical skills lab
- Clarified nursing skills to the underclassmen; Simulate nurse-patient scenarios

CLINICAL EXPERIENCE

Advocate BroMenn Medical Center, Normal IL

Fall 2018 – Fall 2019

Cardiovascular Care Unit, Medical/Surgical Unit, Medical/Oncology Unit, Mother/Baby Unit

McFarland Mental Health Center, Springfield IL

Spring 2018

Inpatient Unit for Serious Mental Illness/Serious Mental Disturbances

- Coordinated community meetings and nurse's group with the patients.

Bloomington High School, Bloomington IL

Spring 2018

- Implemented "Choices" Health Fair – Recruited nine community organizations targeting teen pregnancy prevention and promoted healthy relationships

Fairview Haven Nursing Home, Fairbury IL

Fall 2017

Long Term Care Unit

Gibson Area Hospital, Gibson IL

Fall 2017

Medical/Surgical Unit

WORK EXPERIENCE

Tutor

September 2016 – December 2017

Karin L. Bone Athletics Study Center, Illinois State University Normal IL

- Tutored athletes in chemistry and biology

Salad Bar Attende

January 2016 – May 2016

Event Management, Dining and Hospitality, Illinois State University, Normal IL

- Provided excellent customer service and assisted with food preparation

ACTIVITIES, ORGANIZATIONS, AND AWARDS

Sigma Theta Tau International Honor Society of Nursing, Xi Pi Chapter

November 2017

Virginia Mosbacher Endowed Scholarship: Mennonite College of Nursing

August 2017

OSF St. Joseph Auxiliary Scholarship

August 2017

National Society of Collegiate Scholars

August 2017-Present

Stethoscoop: Media Planner 2017-2018, President 2018-2019

August 2017-Present

Honors Program: Independent Honors Study, Spring 2019

August 2017-Present

Student Nurses Association

August 2017-Present

SKILLS AND CERTIFICATIONS

Proficient in Meditech and Epic hospital software

Certified Nursing Assistant, July 2018

Basic Life Support for Healthcare Providers Certification, Expires: June 2021

Maggie Milner

Milmag@yahoo.com | (630) 666-7405 | www.linkedin.com/in/magmilner | 903 Education Ave. | Normal, IL 61761

Education

Illinois State University, Normal IL

Aug 2020

Bachelor of Science, Interdisciplinary Studies - Human and Educational Services Sequence

Study Abroad: University College Dublin, Dublin, Ireland

May-June 2019

Cumulative GPA: 3.47/4.0; Dean's List: Two semesters

Work Experience

Fox Valley Special Recreation Association, Aurora IL

Summers 2017-Current

Inclusion Aid and Day Camp Counselor

- Assist adults with severe and profound disabilities in a wide range of life skill development and therapy
- Create opportunities for inclusive leisure and recreational activities
- Manage and direct groups of children and adults with diverse and complex needs
- Develop relationships and effectively communicate with campers along with parents and guardians

Illini Elite Volleyball Club, Bloomington IL

Aug 2017-Nov 2018

Head Coach

- Corrected and instructed on skill development in all areas
- Ran drills at practices and tournaments to foster skill growth in an encouraging and positive environment
- Supervised and directed other adult assistant coaches

Dan Ross Allstate Insurance Agency, Geneva IL

Summers & Breaks, May 2013-Aug 2016

Customer Service Representative

- Ensured correct and organized completion of clerical and administrative duties
- Managed financial transactions with accuracy to decrease costs benefitting both clients and agency owner
- Comprehended and completed necessary documentation, proof of insurance, or other official paper work
- Collaborated with office staff to monitor, maintain, and grow retention and sales revenue
- Fielded compliments and complaints with excellent customer service in both oral and written communication
- Fostered positive working relationships and public image with local businesses and companies in the community

Extracurricular Involvement & Leadership

Zeta Tau Alpha- Eta Phi, Illinois State University, Normal IL

Sept 2017-Current

Active Member

- Collaborated with membership to raise funds for breast cancer education and awareness

Partners in Reading, Normal Public Library, Normal IL

Sept 2016-May 2018

Volunteer Reading Tutor

- Assessed reading ability for at-risk readers grades 1-5 while using different strategies to support fluency and comprehension

Boys and Girls Club of Bloomington, Bloomington IL

Sept 2016-Dec 2018

Teen Program Volunteer

- Tutored in academic content areas and shared college experiences to members in hopes of broadening student aspirations

Honors & Awards

Recipient, The Isabelle S. Purnell Memorial Endowed Scholarship for Future Teachers

Aug 2016

REILLY REDBIRD

rredbird@nonisue-mail.com
456 Main Street
Any Town IL 12345
309-111-5555

OBJECTIVE

To obtain a pharmaceutical sales position related experience and interpersonal skills may be utilized

EDUCATION

Illinois State University Normal IL
Bachelor of Arts, Public Relations May 2019
Minor: Spanish
Cumulative GPA 3.0/4.0; contributed 80% of college tuition and expenses

SALES SKILLS

- Contributed to increasing the average dollar sales at retail organization through product knowledge, demonstration, and point-of-sale recommendations
- Participated in group project to prepare promotional materials and advertising for the purpose of recruiting new members into the University's Student Alumni Association

COMMUNICATION SKILLS

- Created and edited press releases for Pittsburgh-based hospital; composed feature, sports, and editorial pieces for the Illinois State student newspaper; worked with the University's Student Orientation Staff
- Conducted weekly meetings and presentations with sorority representatives and Greek Life Coordinator in preparation for Panhellenic Rush involving several hundred students

ORGANIZATIONAL AND MANAGERIAL SKILLS

- Handled purchases and returns; prepared in-store marketing for a national retail corporation; trained new employees; performed business transactions; and provided effective customer relations at a restaurant
- Worked directly with Greek Life Coordinator for one year to coordinate and carry out sorority rush
- Effectively acclimated a community of 20 freshmen women to college life through regular interpersonal and group contact, educational and social programming, and enforcement of college policy

INTERNSHIP AND WORK HISTORY

Allegheny University Hospitals, Pittsburgh PA Summer 2018
Communications Intern
Bath & Body Works, Bloomington IL September 2017 – May 2019
Sales Associate
Illinois State University, Normal IL Academic Semesters Fall 2015 – Spring 2019
Resident Assistant
Lou's Restaurant, Reese IL May 2013 – August 2014
Manager

- Promoted to position May 2014 from server role

LEADERSHIP/SERVICE

Member, National Social Sorority, Illinois State University May 2017 – April 2018
Chair, Public Relations and Executive Board, Panhellenic Council August 2016 – May 2017

G.I. John Redbird

123 S. Main St. | Normal, IL 61761 | (555) 123-4567 | nonISUemail@gmail.com

OBJECTIVE

To obtain an internship position using values-based work ethic and organizational and leadership skills

PROFILE

- Outstanding achievement record coupled with the ability to motivate and develop others to maximum potential
- Proficient at problem analysis and resolution
- Innovative thinker and rapid learner; team-oriented with valued loyalty

EDUCATION

Illinois State University, Normal IL

Bachelor of Science in **Criminal Justice Sciences**

May 2022

Major GPA: **3.94/4.0**

Cumulative GPA: **3.8/4.0**

Dean's List (4 semesters)

MILITARY EXPERIENCE

Veteran's Preference: 10 Point Preference

Security Clearance: SECRET (Expires 2021)

Team Leader – US Army Rangers; U.S. Army Special Operations Command

August 2010 – June 2018

- Gained valuable characteristics of leadership, while interacting with and taking direction from many high officials
- Trained superiors, peers and subordinates on combat operational procedures
- Designated above peers for promotion to Non-Commissioned Officer
- Rewarded by superiors for leadership, as well as technical and tactical expertise in training and combat
- Recognized by leadership for ability to learn quickly and consistently perform above standards
- Deployed 4 times in support of Operations Iraqi and Enduring Freedom, conducting specialized joint operations
- Participated in over 75 classified direct-action special operations missions and continually trusted by unit officials to uphold mission confidentiality
- Executed missions with Government Agency operatives
- Selected by Chain of Command to attend rigorous academic and tactical courses in order to develop individual skill and diversify team ingenuity, thus improving lethality on objectives
- Received accolades from the Ranger Battalion Physician Assistant for emergency medical proficiency
- Acted as Ranger Fire Team Leader, Fast Rope Master, Team Advanced Breacher, Squad Emergency Medical Technician

Squad Leader – Illinois National Guard

February 2008 – August 2010

- Commended by Chain of Command for excellence in physical fitness
- Supervised safety, logistics and training of day and night shooting range operations for over 200 soldiers
- Coordinated and led training in evasive vehicle maneuvers, urban combat tactics, and emergency medical procedures

Rifleman – 101st Airborne Division

May 2005 – March 2008

- Selected as Platoon Honor Graduate by drill sergeants in Basic Training
- Gained vast knowledge on how to become an effective leader by first learning how to follow
- Learned the importance of a team and gained an appreciation for the significance of loyalty
- Developed fundamentals instrumental to surpassing peers; received recognition from superiors

HONORS & AWARDS

Iraq Campaign Medal; Afghanistan Campaign Medal; Overseas Ribbon; Army Achievement Medal; Army Commendation Medal (three awards); Good Conduct Medal; Joint Meritorious Unit Award; Expert Infantryman Badge; Combat Infantryman Badge; Expert Marksman Badge; Air Assault Badge; Australian Jump Wings; Parachutist Badge; Ranger Tab

PROFESSIONAL WORK EXPERIENCE

Technician/Unit Clerk – Emergency Dept, OSF St. Joseph Medical Center, Bloomington IL

July 2018 – Present

- Enhance and improve emergency medical skills as an EMT
- Apply teamwork and leadership skills to assist physicians and nurses in trauma situations
- Recognized by ER staff for maintaining a calm, collective demeanor and effectively performance under extreme duress
- Designated among peers to train and supervise new incoming technicians, clerks and EMT/paramedic students