

## Bill Smith

70 Wayland Road Upper • Darby, CT 06427 • 860-555-5555 • llibhtims@email.com

### Objective

---

Seeking an entry-level administration position demonstrating strong communication, decision making, and analytical skills

### Education

---

**University of Connecticut**, Storrs, CT

Bachelor of Arts, Economics, May 20XX

GPA: #.##/4.00

### Military Experience

---

#### Active Enlistment:

September 08/20XX-August 15/20XX

Honorably Discharged

Last position held – Section Leader

#### Responsibilities:

- Supervised and trained 12 Marines
- Tracked financial, personal, and professional status of the section for Corp Management
- Interceded with section personnel to resolve conflict among team members
- Managed \$500,000 in military equipment to independently allocate and purchase items in the most efficient manner possible

#### Awards:

- Combat Action, Global War on Terrorism, Marine Corps Good Conduct, Iraq Campaign, Sea Service Deployment (x2), National Defense, Navy and Marine Corps Achievement Medal, Meritorious Mast

### Work Experience

---

**University of Connecticut Residential Life**, Storrs, CT

*Resident Assistant*, August 20XX-Present

- Provided paraprofessional advising to undergraduate students in three distinct residential environments
- Developed and conducted programs on diversity, personal development, relationships, security, and academic performance
- Managed administrative tasks including room condition reports, maintenance requests, and incident reports for areas of up to 112 residents
- Negotiated living arrangements and related concerns for students through one-on-one counseling, group mediations, and area programs

**Taco Dia**, Newington, CT

*Manager*, September 20XX-September 20XX

- Formulated an accurate business plan in order to create a stable enterprise
- Allocated workers' time efficiently to minimize cost and maximize productivity
- Monitored product quality through visual inspection and public reports

### Leadership Positions

---

**Resident Assistant Advisory Board**, October 20XX-May 20XX

- Provided feedback to problems with Resident Assistant training resulting in the adoption of groundbreaking curriculum and increased efficiency of Resident Assistant training

**National Resident Hall Honorary (NRHH)**, February 20XX-May 20XX

- Organized campus-wide philanthropic events with top 1% of residents
- Elected as Ex Officio facilitating communication between NRHH and Resident Hall Association
- Spearheaded budget communication between the National Resident Hall Honorary and Resident Hall Association resulting in a significant funding increase from the University of Connecticut

## Erin Cha

14 Market Place, Portland, ME 04112 • (555) 555-5555 • Erin.Cha@uconn.edu • www.linkedin.com/in/erin\_cha/

---

### Objective

Seeking a Cooperative Education position with an advocacy organization utilizing outreach, language, and technical skills

### Education

#### **University of Connecticut, Storrs, CT**

Bachelor of Arts, Individualized Major: International Relations

August 20XX

GPA #.#/4.0, Dean's List; Spring 20XX, Fall 20XX

#### **UConn in Cape Town Study Abroad Program, Cape Town, South Africa**

Fall 20XX

Emphasis in Multiculturalism and Social Change

- Conducted independent study on equity in education in Cape Town, South Africa.
- Composed research paper on critical issue and presented findings to study abroad peers and professors.

### Relevant Courses

Foreign Policy Analysis

The Theory of Human Rights

Science and Social Issues in the Modern World

International Political Economy

Refugees and Humanitarianism

U.S. Foreign Policy in the Middle East

### Skills

*Languages:* Fluent in French; Proficient in German

*Computer:* Microsoft Excel, Access, and Word; Specialized Data Banks

### Related Experience

#### **UNESCO (United Nations Educational, Scientific and Cultural Organization), Storrs, CT**

Student Ambassador

August 20XX-Present

- Promote annual Comparative Human Rights Conference through website and by conducting informational sessions.
- Investigate micro-credit feasibility within different regions of Haiti and educate UConn students about disparities.

#### **Law Office of Michael A. Feldman, Brunswick, ME**

Law Firm Intern

May 20XX-August 20XX

- Attended meetings with clients and made recommendations to attorneys and legal assistants.
- Updated client database using Microsoft Excel and improved processing efficiency by 18%.

#### **Maine International Trade Center, Portland, ME**

Research Assistant

May 20XX-August 20XX

- Determined product classifications, industry codes, tariff rates, and taxes for imported and exported goods.
- Researched international markets and requirements to be included in proposal to expand client base using the National Trade Databank and the International Trade Data Network.

#### **Contemporary Problems in Economics (Service Learning Course), Hartford, CT**

Researcher

September 20XX-December 20XX

- Investigated economic policy and government relations as each is related to energy, labor, and healthcare for low-income households.

### Additional Experience

#### **Thomas J. Dodd Research Center, UConn, Storrs, CT**

Student Assistant

September 20XX-Present

### Activities/Volunteer Experience

#### **Southeast Sexual Assault Crisis Center, Norwich, CT**

Volunteer

August 20XX-Present

#### **International Studies Association, UConn, Storrs, CT**

Member

January 20XX-Present