

Matthew Turley

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Objective Seeking a patient care position in the medical field demonstrating effective listening, teamwork, and organizational skills

Education **University of Connecticut**, Storrs, CT
Bachelor of Arts, Human Development and Family Studies, May 20XX
Concentration: Family Relationships: Services and Counseling
GPA: #.##/4.00

Select Courses:

Professional Communication; Child Welfare; Law and Social Policy; Low Income Families; Family Life Education (a Service Learning course which incorporated conducting healthy living, child behavior and parental support workshops, within a school system)

Leadership Experience **Office of Community Outreach**, University of Connecticut, Storrs, CT
Coordinator of Youth Development and Education for Children Programs, August 20XX-Present

- Supervise and train 14 student leaders, providing strategies for group management
- Lead trainings and facilitate discussions educating leaders on components of service
- Oversee 20 person Selection Committee to recruit and select new student leaders for the upcoming year
- Serve on Executive Board; develop program goals and reflect on community impact

Big Brothers, Big Sisters Site Manager, August 20XX-May 20XX

- Coordinated 22 volunteers at site by scheduling transportation and volunteer hours
- Educated peers on quality mentoring techniques and how to prepare for service
- Collaborated with fellow site managers to set overall program goals
- Awarded Student Leader of the Year for outstanding commitment to the program

Work Experience **Hartford Hospital**, Hartford, CT
Patient Administrative Associate, May 20XX-Present (weekends and seasonal)

- Communicate with patients and develop a positive rapport with the health care team
- Actively follow all existing regulatory and hospital standards, policies and procedures

Volunteer Experience **Office of Community Outreach**, University of Connecticut, Storrs, CT
Alternative Break Participant, Philadelphia, March 20XX

- Interacted with team members and contributed to community development
- Reflected on experience through introspection and close attention to recipient behaviors

Give and Go Volunteer, May 20XX

- Motivated 75 students to donate items to benefit local organizations
- Organized and sorted furniture, clothing, and other supplies to aid the donation process

Activities **Ballroom Dancing Club**, University of Connecticut, Storrs, CT
Member, January 20XX-Present

Community Service Learning Community, University of Connecticut, Storrs, CT
Member, August 20XX-Present

- Participate in discussions on impact of service on career and personal goals
- Attend academic and recreational events and create connections with other members

SERVICE - Revised June 2015

The format of this résumé can be used for any major/field

JULIA Y. GOODE

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Objective: Seeking a summer marketing internship utilizing communication, design, and analytical skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Communication, May 20XX

Minor: Digital Marketing & Analytics

GPA: #.##/4.00, Dean's List

Related Courses: Integrated Marketing and Communications, Strategic Brand Management, Effects of Mass Media, Public Relations Writing, Cultural and Global Diversity in Advertising

COMPUTER SKILLS

Social Media: Twitter, Instagram, YouTube, SlideShare

Software: Adobe Illustrator, InDesign, Photoshop; Microsoft PowerPoint, Publisher, Word, Excel; Prezi

MARKETING EXPERIENCE

Marketing Society, University of Connecticut, Storrs, CT

Public Relations, August 20XX-Present

- Campaign through Twitter and Instagram, to publicize club to target populations
- Serve on Executive Board and collaborate with fellow officers to run programming
- Plan alumni panel which educated students on various opportunities available in the field of marketing

American Lung Association of the Northeast, Providence, RI

Marketing Intern, May 20XX-August 20XX

- Promoted events and development activities through social media increasing visibility and revenue
- Designed logo and brochures for annual summer fundraiser to raise \$42,000
- Cultivated relationships with media outlets through email and phone calls and generated positive coverage
- Researched donor information relating to fundraising, public policy, education and research efforts improving relationships with donor and increasing fundraising efforts

VOLUNTEER EXPERIENCE

Office of Community Outreach, University of Connecticut, Storrs, CT

Trip Director for Atlanta Relief Trip, August 20XX-Present

- Recruit diverse student population for service trip through creation of unique YouTube marketing piece
- Lead meetings to educate participants on societal issues and components of service to prepare for trip

Team Leader for New Orleans Trip, August 2012- May 20XX

- Facilitate reflection sessions for a group of 12 trip participants discussing possible improvements and how to implement plans

Office of Community Outreach, University of Connecticut, Storrs, CT

Philadelphia Trip Participant, March 20XX

- Collaborated with a team of 15 to improve the organization of a homeless shelter during a five-day trip
- Implemented information about service learning goals and critical components of service taught in introductory seminar

WORK EXPERIENCE

UC Cafes, University of Connecticut, Storrs, CT

Cashier, August 20XX-Present

- Cooperate with co-workers to achieve workplace goals and provide quality service to the university community