

Lauren Austin Fry

275 Poplar Avenue

Memphis, TN 38138

Ph: (901) 544-6823

E-mail: lafry@memphis.edu

Objective	To obtain a marketing research internship position in the medical field that advocates hard work, leadership, creativity, and promotion.		
Education	May 2006	The University of Memphis	Memphis, TN
	<ul style="list-style-type: none">• Bachelor of Business Administration in Marketing and Management• Concentration minors in Advertising and Banking• Current GPA: 3.3/4.0		
Computer Skills	Proficient in Microsoft Access, Microsoft PowerPoint, Lotus Release 5, QuickBooks Certified Microsoft technical analyst for Word and Excel		
Experience	June 2002 – Present	Parenteral Providers Inc	Memphis, TN
	Operations/Accounts Manager <ul style="list-style-type: none">• Maintain over 200 current Accounts Receivable customer files, which include all unpaid invoices, statements, and important accounting and/or payment information• Work closely with local collection agency and company owner to devise strategies for collection of overdue balances• Developed computer programs in Microsoft Excel and Access to track 10,000 IV pumps		
	August 2001 – December 2001	Food World Grocery Stores	Little Rock, AR
	Cashier/Assistant Office Manager <ul style="list-style-type: none">• Balanced and generated nightly revenue reports• Maintained a productive work environment for approximately 35 employees• Tracked product inventory, product purchasing, and product placement		
	May 2000 – January 2001	Dominos Pizza	Little Rock, AR
	Team Member/Assistant Manager <ul style="list-style-type: none">• Provided exceptional customer service to all patrons• Assisted store manager in product purchasing and placement		
Activities	Vice President, Society of Human Resource Management Treasurer, Golden Key National Honor Society Member, Greek Honor Societies: Alpha Lambda Delta and Gamma Beta Phi Chair, University Beautification Committee		
Volunteer Work	<ul style="list-style-type: none">• MPACT Memphis• Ned McWherter Library, University of Memphis		Memphis, TN Memphis, TN
	<ul style="list-style-type: none">- Aided management in researching, locating and organizing books- Created and maintained Excel/Access program to track students' participation		
References	Available upon request		

EXAMPLE OF A RESUME FOR AN INTERNSHIP

Katheryn M. Shayne

Campus Address

320 Richardson Tower
The University of Memphis
Memphis, TN 38152
Phone: 901/678-2239
jshayn@memphis.edu

Permanent Address

1827 Argosy Drive
Nashville, TN 68755
Phone: 680/335-5147
Fax: 680/335-5148
janice@hotmail.com

OBJECTIVE To obtain a challenging position in customer service where communication and leadership skills will be used.

STRENGTHS

- Excellent Oral Communication Skills
- Flexible and Adaptable
- Detail Oriented
- Proficient with Microsoft Office and Windows NT

EDUCATION **Bachelor of Arts, Communications;** Major GPA: 3.2/4.0
The University of Memphis; Memphis, TN; Expected May 2006

ACTIVITIES

- Student Activities Council, The University of Memphis, 2002-present
- Black Scholars Unlimited, The University of Memphis, 2002-present
- Career & Employment Services Marketing Committee, The University of Memphis, 2002-present
- Shelby County Schools Classroom Volunteer, Fall 2003

EXPERIENCE **Student Office Assistant**
The University of Memphis, Student Financial Aid; Memphis, TN
January 2002-present

- Answer incoming calls and schedule appointments.
- Assist students with financial aid paperwork .

Sales Associate

Walgreen's Pharmacy; Johnson City, TN; Summer 2002

- Arranged merchandise displays on the sales floor.
- Handled cash transactions and balanced the cash drawer, which contained \$2000.00+.
- Developed outstanding customer service skills.

Assistant Manager

Gazebo of Fashion; Johnson City, TN; July 2000-May 2002

- Opened and closed store, arranged merchandise, scheduled employees, and conducted performance reviews.
- Conducted sales by serving as personal shopper for customers.
- Assisted manager in conducting accurate inventory.

References available upon request.

EXAMPLE OF A RESUME FOR A COMMUNICATIONS MAJOR

SETH VANDERBERG

555 Scates Street
Memphis, TN 38111
901/555-3333
sethvan@hotmail.com

OBJECTIVE

A position as a Civil Engineer with the U.S. Army Corps of Engineers utilizing my engineering skills and experience, research and organizational skills, and outstanding computer skills. Special interest in Environmental Engineering.

EDUCATION

Bachelor of Science, Civil Engineering, Concentration: Environmental Engineering, May 2005

The University of Memphis; Memphis, TN; Cumulative GPA: 3.4/4.0

- Recipient of CCM Civil Engineering Scholarship, 2001-present
- Self-financed 50% of educational expenses
- Engineer in Training, State of Tennessee

ENVIRONMENTAL ENGINEERING COURSES

Air Pollution Control Theory of Design; Air Pollution Control Equipment Design; Air Sampling and Analysis; Water Quality; Soil and Subsurface Remediation; Environmental Law and Regulations; Solid and Hazardous Waste

COMPUTER SKILLS

Microsoft Office 2000; Word Perfect; Quattro Pro; Lotus 123; SuperCalc5; TSCREEN; ISCLT 2&3; SCRREN2; WRPLOT; PCRAMMET; HyperVentilate; SURFER; STAR; ACE

RELEVANT EXPERIENCE

Student Trainee - Co-OP Experience

Tennessee Department of Conservation, Nashville, TN, Summer and Fall 2004

- Perform environmental compliance duties.
- Assist with walk through inspection of OSHA and EPA.
- Learn waste minimization and management.
- Present proposal for new state waste management plan.
- Updated employee handbook.

Student Trainee - Co-OP Experience

U.S. Army Corps of Engineers, Memphis, TN, Fall 2003 and Spring 2004

- Maintained GPS RTCM broadcast sight throughout the Memphis District for Revetment Automation Operation.
- Utilized Lotus 123 for Windows in performing a Numerical Regression Analysis for a class project in Civil Engineering Design.
- Performed office duties with the survey section by reviewing contract delivery orders, topographic surveys, and hydrographic surveys.
- Developed SuperCalc5 and Lotus spreadsheets with associated macros for tracking progress of nine contractors.

PROFESSIONAL MEMBERSHIPS

- Member, American Society of Civil Engineers, 2001-present.
- Member, Air and Waste Management Association, 2001-present.

EXAMPLE OF A RESUME FOR AN ENGINEERING MAJOR

244 Rainbow Circle

Jake Johnson
Memphis, TN 38107
jakejohn@aol.com

901/555-3366

-
- OBJECTIVE:** To obtain a position in Pharmaceutical Sale where sales experience, medical knowledge, and excellent interpersonal and organizational skills can be utilized.
- EDUCATION:** **Bachelor of Science in Nursing;** Expected August 2004; Cumulative GPA: 3.7/4.0
The University of Memphis; Memphis, TN
- RELEVANT COURSES:** Pharmacology, Clinical Pathophysiology, Nursing Research, Foundations of Nursing, Child Health Nursing, Adult Health Nursing, Psychiatric Mental Health Nursing, Contemporary Issues and Trends, Advanced Adult Health Nursing, Computers in Nursing, Nursing Leadership and Management
- LICENSURE:** Eligible for licensure as Registered Nurse, Tennessee, Fall 2004
- CLINICAL EXPERIENCE:** **St. Francis Hospital;** Memphis, TN; Spring 2003-present
Extern Program
- Work with patient population including brain injury and psychological disorders.
 - Assist patients by escorting them to hospital rooms, and processing admissions and discharges.
 - Help family members of patients.
- UT Bowld Hospital;** Memphis, TN; Fall 2003
Extern Program
- Worked with trauma patients in busy Emergency Room.
 - Assisted nurses with patient care.
 - Helped patients with admission and discharge procedures.
- ADDITIONAL EXPERIENCE:** **The Furniture Store;** Bartlett, TN; January 1999-August 2003
Sales Associate
- Assisted customers with furniture selections.
 - Opened and closed store, balanced register with over \$100,00 of daily sales.
 - Won Customer Service Award and the Employee of the Month Award.
- Finney's Rexall Drug Store;** Covington, TN; May 1997-January 1999
Cashier/Delivery
- Processed transactions for customers.
 - Stocked shelves and created merchandise displays.
 - Delivered prescriptions to elderly customers.
- ACTIVITIES:** **Student Health Association;** The University of Memphis; 2003-2004
President
- Planned Health Fair for 20 organization members (professional development).
 - Raised \$500 for the organization through bake sales and car washes.
- REFERENCES:** Available upon request.

EXAMPLE OF A RESUME FOR A NURSING STUDENT

MARY ANNE REYNOLDS

mareynolds@memphis.edu

51 South McLean, #2

Memphis, TN 38104

901/555-1221

OBJECTIVE

A position as an Elementary School Teacher with the Memphis City Schools utilizing teaching experience, communication skills, and knowledge of child development.

EDUCATION

Bachelor of Science in Education: Human Development and Learning; Concentration: Elementary Education K-12, The University of Memphis, Memphis, TN, December 2004. Cumulative GPA: 3.9/4.0

Licensure: Tennessee state licensure for Elementary Education K-12 upon graduation, December 2004

Honors: Regent's Scholarship, Phi Kappa Phi Honor Society, Golden Key National Honor Society

TEACHING EXPERIENCE

Student Teacher, Riverdale Elementary School, Memphis, TN, October 2004-present

- Develop and implement lesson plans for 30 second grade students on a daily basis.
- Assume full responsibility of all teaching duties for six weeks.
- Assist students with questions before/after school.
- Meet with parents, counselors, and administrators to discuss the progress of children.
- Attend all meetings, trainings and school events.

Student Teacher, Sea Isle Elementary School, Memphis, TN, August-October 2004

- Taught class of 25 fifth grade students for six weeks, including developing lesson plans, monitoring student progress, assisting students before/after school, and attending school events.
- Communicated with parents, counselors, and administrators about student progress.
- Coordinated education field trips and assisted with "Career Day" by arranging for guest speakers to visit the classroom.

Arts and Crafts Instructor, Camp Sunshine, Fayetteville, AR, Summers 1999-2004

- Developed age-appropriate camp arts/crafts activities for 50 campers (ages 6-13).
- Taught one-week long Art Appreciation Seminar for advanced campers.
- Supervised a cabin of ten campers and served as a guide on wilderness hikes.
- Coordinated the Annual Camp Sunshine Talent Show.

ADDITIONAL EXPERIENCE

Sales Associate, Goldsmiths Department Store, Memphis, TN, May 1998-present

Server, Red Lobster Restaurant, Cape Girardeau, MO, June 1995- July 1997

Receptionist, Bradshaw, Strom & Steele, Attorneys at Law, Cape Girardeau, MO, May 1993- June 1995

REFERENCES

Available upon request.

EXAMPLE OF A RESUME FOR AN EDUCATION MAJOR

R. CHANDLER GREEN, III

1271 Baybrook Lane, #8
Bartlett, TN 38135

Phone: 901/555-5555

E-mail: rcg@aol.com

OBJECTIVE: An entry-level auditing position with the Tennessee State Comptroller where accounting experience, attention to detail, and outstanding organizational skills can be used.

EDUCATION: **Bachelor of Business Administration;** Major: Accounting, August 2005
The University of Memphis; Memphis, TN; Cumulative GPA: 3.8/4.0

RELATED COURSES: Accounting I & II, Cost Accounting, Auditing, Managerial Accounting, Federal Income Tax, Computer Applications in Accounting, Accounting Systems

HONORS: Emerging Leader's Scholarship, 2001-present; Dean's List, 2001-present; Phi Kappa Phi, 2002-present, Optimist Club Student of the Year, 2001

SKILLS: *Computer Skills:* Microsoft Office, Word Perfect
Language Skills: Fluent in speaking, reading, and writing Spanish

ACCOUNTING EXPERIENCE: **Auditor Intern**, Tennessee Department of Labor and Workforce Development, Nashville, TN, Fall 2004

- Audited employer payroll accounts for compliance with reporting and tax guidelines.
- Requested and collected past-due state unemployment taxes.
- Helped employers interpret their state unemployment tax account.

ADDITIONAL EXPERIENCE: **Tax Examiner**, Internal Revenue Service, Memphis, TN, February-July 2004 (Temporary Position)

- Checked federal income tax returns for accuracy.

Tax Assistant, Acme Tax Services, Portland, OR, 1999-2001

- Served as Tax School teacher.
- Prepared federal and state income tax returns.
- Assisted clients with correspondence from the Internal Revenue Service.
- Managed satellite office and supervised a staff of 30.

ACTIVITIES: **President**, Beta Alpha Psi, The University of Memphis, 2004-2005
Business Manager, The Daily Helmsman, The University of Memphis, 2003-2004
Volunteer, Greater Memphis Adult Literacy Program, Memphis, TN, 2001-present

REFERENCES: Available upon request.

EXAMPLE OF A RESUME FOR AN ACCOUNTING MAJOR

JOHN J. SMITH

237 Jordon Avenue
Memphis, TN 38000

Phone: 901/555-5555
E-mail: johnj@hotmail.com

PROFILE

MBA graduate with academic honors complementing ten years of progressively responsible experience. Strengths include operations analysis, administrative management, and interpersonal skills. Effective combination of financial, accounting, organizational, and leadership skills.

EDUCATION

Master of Business Administration; The University of Memphis; Memphis, TN; December 2003

Special Projects:

- Conducted audit for the Fogelman Executive Center, concentrating on identifying delinquent accounts. Evaluated sources of income as well as customer base, type of events booked at the facility, and price points for various conference services. Performed extensive analysis of historical data and completed proposal for increased profitability.
- Developed a marketing plan for the Career & Employment Services office to increase student and faculty use of the service. Analyzed data on student usage, conducted interviews with students and faculty members, presented recommendations to Director and AVP.

Bachelor of Business Administration: Management; Magna Cum Laude; Southeast Missouri State University; Cape Girardeau, MO; 1996

EXPERIENCE

The Apex Hotel, Memphis, TN, 1996-present

Assistant General Manager

Assistant manager of \$20 million+ business with over 100 employees. Supervise other assistant managers in operations including guest services, food and beverage, convention services, executive housekeeper, maintenance, human resources, marketing, and business and finance. Assist general manager in setting room rates; allocating funds to departments; approving expenditures; overseeing capital improvements; establishing standards for guest service, décor, housekeeping, food quality, and special event operations.

Special Projects:

- Oversaw renovation of hotel including public areas and full rooms renovation of full house. Produced detailed revenue projections and operations budgets during design phase of construction. Assured compliance with local, state, and federal regulatory bodies. Facilitated personnel relocations during and after completion of new office building.

The Barstow Lodge, Memphis, TN, 1994-1996

Rooms Division Director

Managed hotel operation staff. Contracted and managed installation of keyless security system. Conducted onsite operations and upgrade of IBM System 36 and property management software module. Oversaw capital purchases. Directed facilities management and service fleet budget.

Drury Lodge, Cape Girardeau, MO, 1991-1994

Front Desk Manager

Coordinated front desk, reservations, and sales.

EXAMPLE OF A RESUME FOR AN EXPERIENCED MBA CANDIDATE

Janet R. Hutchinson

2828 Rainbow Drive
Memphis, TN 38107

Phone: 901/555-1543
e-mail: jrh@hme.com

SUMMARY:

Management, marketing or sales position.

- Ten years of demonstrated success in management, marketing and sales.
- Skills including Microsoft Office XP, fluency in Spanish, and strong customer service orientation.
- Ability to travel and relocate.

EXPERIENCE:

Marketing Manager

Memphis Communications; Memphis, TN; 1999-present

- Developed marketing plan for national perfume company
- Served as marketing consultant for Memphis Redbirds
- Hired and supervised a staff of 10 employees
- Managed accounts in excess of \$3 million
- Reviewed all marketing materials designed by junior staff members

Retail Area Manager

Men's Store, Goldsmiths Department Store; Memphis, TN; 1995-1999

- Hired, supervised and scheduled a staff of 40+ sales associates.
- Developed and implemented merchandise displays.
- Resolved customer issues; Won outstanding customer service award.
- Performed annual reviews, made decisions about staff raises and compensation.
- Served on Diversity Committee to increase diversity in the workplace at all local stores.
- Promoted from furniture sales associate to management trainee.

Sales Associate

Jones Quick Print; Memphis, TN; 1991-1995

- Sold printing services to over 200 local businesses, managed existing accounts, opened 150+ new accounts during tenure.
- Generated over \$1 million in sales per annum; Named top producer.

EDUCATION:

Bachelor of Business Administration: Marketing/Management

The University of Memphis; Memphis, TN; December 1991

COMMUNITY SERVICE:

MPACT Memphis, 2003-present; Memphis Salvation Army Board Member, 2002-present; Memphis Women's Foundation, 2000-present; United Way Fundraising Drive Chairman, 1999

References available when requested.

EXAMPLE OF A RESUME FOR AN EXPERIENCED CANDIDATE