

FIRSTNAME LASTNAME

Personal Address

Contact number | School Email Id

EDUCATION (Mention all your educational qualifications in this section)

NAME OF SCHOOL

Candidate for XXXXXXXX (Degree Name)

City, State
20XX-Present

- Concentration or relevant coursework and GMAT score (or score of any other test taken)
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

NAME OF SCHOOL

Degree Name

City, State
20XX-Present

- Concentration or relevant coursework
- Academic achievement or recognition (if any)
- Membership of clubs/associations (if any)
- Study abroad programme (if any)

EXPERIENCE (Mention key details about your professional experiences)

NAME OF ORGANIZATION

Job Title

City, State
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

NAME OF ORGANIZATION

Job Title

City, State
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
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NAME OF ORGANIZATION

Job Title

City, State
Month 20XX – Month 20XX

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

ADDITIONAL INFORMATION

- Languages: Language 1 (native), Language 2 (fluent), Language 3 (basic/intermediate)
- Technical Skills: Mention details of software knowledge including technical and computer skills
- Professional associations (if any)
- Volunteer or Leadership experience (if any)
- Any other achievements and interests

FirstName LASTNAME
Personal Address
Contact Number | School Email Id
Year of Birth: 19xx | Nationality: xxxxxx

PROFILE

Project Manager with 5 years working experience in sales and marketing environment. Leading data-analytics and process development projects for core functions globally, thinking new solutions to create structure in ambiguous environments.

EDUCATION

20xx – 20xx **University Name 1, City, Country**
MBA candidate

20xx – 20xx **University Name 2, City, Country**
Course Name

PROFESSIONAL EXPERIENCE

20xx – 2015 **Company Name 1, City, Country**
Job title

- Designed, implemented and introduced one globally common “partner project pricing process” in a 3 year data and technology standardisation project
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

2007 – 2010 **Company Name 2, City, Country**
Job Title 1

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

2007– 2009 *Job Title 2*

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

20xx – 20xx **Company Name 3, City, Country**
Job title

- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

LANGUAGES

Language 1 (native), Language 2 (fluent), Language 3 (basic/intermediate)

EXTRACURRICULAR ACTIVITIES

20xx – 20xx X-----XXX-----X
20xx – 20xx X-----XXX-----X
20xx – 20xx X-----XXX-----X

FIRSTNAME LASTNAME

Personal Address • Contact Number • Email Address

PROFESSIONAL PROFILE

Highly driven, performance-focused professional with 11 years of experience including five in real estate sales and six in business analysis. Hands-on experience in contract negotiation, sales generation, financial forecasting, and cash budgeting. Participated in over 100 real estate transactions acting in a variety of roles that covered all aspects of the contract-to-closing process including negotiation, contract modification, financing, and project management.

EXPERIENCE

COMPANY NAME 1

Job Title

City, State
20xx-Present

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

COMPANY NAME 2

Job Title

City, State
20xx-20xx

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

COMPANY NAME 3

Job Title

City, State
20xx-20xx

- Describe your roles and responsibilities concisely in bullets
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X
- X-----XXX-----X

EDUCATION

NAME OF SCHOOL, City, State

Degree Name

20xx

NAME OF SCHOOL, City, State

Degree Name

20xx

ADDITIONAL INFORMATION

- Represented XXXXXX University in a national team-based real estate competition using Valuation Discounted Cash Flow software.
- Selected to join a 12 member group that met with faculty and senior executives over a six month period to develop specific leadership skills and discuss challenging situations.

First name Last name

Your_email@ensign.edu · www.linkedin.com/in/yourURL (122) 489-5698

Education

Associate of Science in Accounting

Ensign College

Apr. 20XX
Salt Lake City, UT

- GPA: X.XX Major GPA: X.XX
 - [Area of interest: Audit/Tax/Forensics/Other]
 - Student Accounting Society [- position] 20XX – 20YY
 - Scholarships/Awards
 - [Minor/Emphasis/Additional course work: non-standard course name, non-standard course,...]
-

Experience

Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX
City, ST

- Description of accomplishments and responsibilities; begin with action verbs
- Don't just describe the tasks performed; be clear about the characteristics and attributes developed
- Make sure to quantify as much as possible; 2 – 4 bullet points for each position
- Develop a 30 to 90 second story about each bullet point

Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX
City, ST

- No full sentences; keep it short and sweet
- Try to keep each bullet point to one line; remember they are scanning for specific terms

Position

Name of Company/Organization

Jan. 20XX – Dec. 20XX
City, ST

- Be clear about the characteristics and attributes developed; include leadership
- Only include what is relevant to the position
- Review the job description and include terms from the job description

Full-Time Volunteer Representative

The Church of Jesus Christ of Latter-day Saints

Jun. 20XX – Jun. 20YY
Country (State if served in the US)

- Did you have any opportunities to lead or help others reach goals and keep commitments?
 - Did you work long hours each week, for how long?
 - What did you get really good at, include skills you developed and acquired?
 - Became fluent in [language]
-

Leadership/Interests/Skills/Awards (may be excluded if more experience is included)

- List and describe other experiences, etc., that you would like to share with the company
- You may include items that are interesting and unique, be sure they are business appropriate
- It's probably better not to include items from your early youth or childhood

Name

201 South 1460 East Salt Lake City, UT 84112
student.email@gmail.com | 801-581-6186

SUMMARY OF QUALIFICATIONS

- 2 years experience developing business expansion models, potential revenue outcomes, and likely partnerships proposals.
- Experienced leading small teams of coworkers and classmates
- Technical skills include Microsoft Access, Excel and PowerPoint

EDUCATION

Associate in Applied Science Business Management Month 20xx
Ensign College Salt Lake City, Utah
GPA: 3.7, Dean's List

Relevant Course Work:

| | | |
|----------------------------------|---------------------|----------------------------|
| Fundamentals of Investing | Business Statistics | International Trade Policy |
| International Monetary Relations | Money & Banking | Monetary Theory & Policy |

EXPERIENCE

Investment Analyst Month 20xx – Month 20xx
Organization/Company City, State

- Analyze potential investments and perform due diligence for an \$8.5M international impact investing venture fund.
- Conduct market research as well as market sizing, competitive landscape and industry analysis, and finance and business model analysis to develop and pitch ~60 page investment memos.
- Quantitatively evaluate investments' social & environmental impact in emerging markets

Finance Intern Month 20xx – Month 20xx
Organization/Company City, State

- Provided profitability analyses and consulting services for 6 microfinance businesses.
- Conducted focus groups with ABC Microfinance Bank to discuss operational efficiency and profitable financing opportunities within the community.

Sales Associate Month 20xx – Month 20xx
Organization/Company City, State

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products resulting in a 35% revenue increase.
- Generated daily sales expectation charts for department and individual employees from budget projections.

ACTIVITIES

Board Member Month 20xx – Month 20xx
Economics Department Student Advisory Committee City, State

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

Role/Title Month 20xx – Month 20xx
Volunteer/Student Club Organization City, State

- Planned and implemented programs to assist transfer students in transitioning into the university

NAME

1234 Street Avenue • Salt Lake City, UT 84000 • (801) 222-3333
firstname.lastname@utah.edu

EDUCATION

Ensign College

Salt Lake City, UT

Associate of science degree Business Analytics

May 20XX

Honors

- 3.74 GPA, Golden Key International Honour Society
- Honors at Entrance Scholarship – maintained all four years due to high academic performance

Related Coursework

- Honors Valuation – performed valuations, analysis, and made recommendations for acquisition, leveraged buyout, and venture capital investments through group and individual reports
- Financial Management – financial analysis, capital budgeting, capital structure
- Investments – asset pricing, portfolio theory, fixed income securities, derivatives, hedging, risk management

EXPERIENCE

Finance Honors Student-Managed Investment Fund

Salt Lake City, UT

Portfolio Manager

August 20XX – May 20XX

- Chosen as 1 of 16 finance students to manage \$160,000 investment fund that has outperformed the S&P 500
- Analyze stocks by utilizing both technical and fundamental security analysis as well as by examining relevant qualitative factors that may potentially affect future earnings
- Recommend securities for purchase, sale, and retention through written reports and oral presentations
- Conduct presentations on current fund performance and market conditions

R.C. Willey

Salt Lake City, UT

Sales Associate/Department Lead

July 20XX – present

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
- Generated daily sales expectation charts for department and individual employees from budget projections
- Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

Footlocker

Orem, UT & San Francisco, CA

Sales Associate

July 20XX – June 20XX

- Directed 3 employees for redesign project of department layout and increased revenue by 15%

Snowbird Ski Resort

Park City, UT

Sales Representative

September 20XX – January 20XX

- Designed marketing literature and organized distribution efforts that led to record season pass sales

ACTIVITIES

Ensign College Business Club – Vice President

September 20XX – present

- Organized and participated in weekly guest lectures and career workshops
- Collaborated with leadership to create student opportunities to connect through annual Finance Conference involving 150 students and 20 alumni presenters

Selected as 1 of 12 students to participate in 20XX Finance Department Week on Wall Street

March 20XX

- Networked with alumni and friends of the University at organizations including Citibank, Disney, Goldman Sachs, and the New York Stock Exchange

Volunteer Church Representative

July 20XX – July 20XX

- Selected as Assistant to the President and supervised over 120 missionaries for final 6 months; organized and conducted conferences, facilitated training programs and measured progress/results of organization
- Assisted in extensive cleanup efforts following natural disaster in New Orleans, Louisiana

SOFTWARE SECTION

Include a specific skill set or software package.

Name

1255 University of Utah Circle, Las Vegas, NV 84112

(801) 581-6186

name@email.com

Linked in: www.linkedin.com/in/name

Education

Ensign College Associate of Applied
Science Computer Science GPA: 3.55

Salt Lake City, UT
Graduation: May 20xx

Relevant Skills

Programming Languages

| | | | |
|-------|------|-------|------------|
| C/C++ | C# | Java | Javascript |
| Swift | HTML | MySQL | Python |

Programming Environments

| | | | |
|---------------|--------------|-------|----------------|
| Visual Studio | Eclipse | Unity | Xamarin Studio |
| Emacs | TextWrangler | Xcode | Sublime 2 |

Work Environments

| | | | |
|---------|---------------|-------|-----|
| OSX | Windows | Linux | iOS |
| Android | Unix Terminal | | |

Software

| | | | |
|------------------|----------------|-----------------|---------------------|
| Adobe Photoshop | Adobe Indesign | Google Drive | Dropbox |
| Microsoft Office | iWorks | Google Calendar | Mozilla Thunderbird |

Relevant Courses

| | | | |
|------------------------|-------------------------|------------------------|----------------------|
| Software Practice I/II | Artificial Intelligence | Computer Graphics | Computer Systems |
| Cyber Ethics | Differential Equations | Probability and Stats. | Discrete Mathematics |

Technical Projects

Class Project: Networked Spreadsheet

- Created a *Google Spreadsheet* like program with a client in C# and server in C++
- Worked on a team of 4 to design a communication protocol, create, and test the program
- Server Leader: designed the C++ server for asynchronous communication

Class Project: Custom Image Encoder/Decoder with FFMPEG

- Learned how images are stored electronically and to draw images by pixel manipulation
- Gained experience working with a large open source codebase with poor documentation
- Linked into FFMPEG libraries and called methods to create a program that makes videos

Class Project: Problem Solving Search

- Explored solving the Towers of Hanoi game with multiple search algorithms
- Implemented a tree structure that saved time and memory usage
- Measured efficiency of algorithms by number of nodes traversed by algorithms

Relevant Experience

Undergraduate Student Advisory Committee (Committee Chair, Ensign College, SLC, 20xx - Present)

- Host the School of Computing's open house *How to be a Computer Science Student*
- Interview faculty candidates about areas of expertise and evaluates ability to teach

Association for Computing Machinery (*University of Utah*, SLC, 20xx - Present)

- Participate in Team Coding Competitions to quickly solve problems
- Meet with programmers to talk about working in industry or research

Resident Advisor (*Housing & Residential Education Office*, SLC, 20xx-20xx)

- Worked with a team of 22 people to help over 300 freshmen adjust to college

Name

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email@email.com • (801) 581-6186 • www.onlineportfolio.com

Skills & Qualifications **Programming/Web:** C++/#, Java/2, VHDL, Pascal, HTML, Apache, XML, Flash
Operating Systems: Linux (openSUSE, Ubuntu, CLI), Windows, Mac, Server 2003
Databases: SQL, Excel, Access, ERD – Data models, Data Flow Diagrams
Foreign Languages: Spanish

Standard Certificate Computer Science

Ensign College GPA:
3.62

Month 20xx
Salt Lake City, UT

Research Areas/Coursework:

Software Fundamentals

- Algorithms and Data Structures
- Programming Language Structure
- IT Security
- Artificial Intelligence
- Object-Oriented Software Engineering
- Database Design

Independent Study:

- Discrete Structures
- Digital Signatures
- Networks
- Quantum Mechanics

Hardware Fundamentals

- Digital Logic Design
- Computer Architecture and Design
- Personal Software Process

Relevant Experience

Q.A./Developer

Company123

Month 20xx – Present

Salt Lake City, UT

- Developed small projects and fixed defects in AutoMod – a 3D discrete-event simulation package for increasing productivity of manufacturing systems
- Performed testing on the same product

Research Assistant

Company123

Month 20xx – Month 20xx

Salt Lake City, UT

- Developed a tool in Java for the use of professors and students in introductory Computer Science classes while working on a team with a professor and graduate student
- Tool allowed students to easily check their pre- and post-conditions they specify for their methods, as well as see graphic representations of their data structures
- Traveled to SIGCSE in Austin, TX to present product and currently finishing thesis on this topic

Intern

CompanyABC

Month 20xx – Month 20xx

Salt Lake City, UT

- Software development under the Java programming language for the Linux platform
- Work in conjunction with other developers in the Communications Products Group to develop software solutions for network device management

Honors & Activities

- Women's Engineering Scholarship: Year-Year
- Dean's List: 4 Semesters
- Society of Women's Engineers, Student Chapter Vice President: Year
- Ironman St. George Finisher: Year, Year
- Undergraduate Student Advisory Committee Representative: Year-Year
- Program for Diversity in Engineering Scholarship: Year-Year

Name

201 South 1460 East • Salt Lake City, Utah 84112
801-581-6186 • studentemail@ensign.edu

Education

Degree in Medical Assistant

Salt Lake City, Utah
Month 20xx
3.8 GPA

Related College Course Work

| | | |
|------------------------|--------------------------|--------------------------------|
| Anatomy | Physiology of Fitness | Exercise Programming |
| Kinesiology | Emergency First Aid | Human Motor Development |
| Aging and Exercise | Weight Management | Exercise & Health Perspectives |
| Nutrition Intervention | Cultural Aspects of Food | Healthy Weight for Life |

Certifications

CPR Certified Month Year
ACSM Health/Fitness Instructor Qualified Month Year (tentative)

Experience

Highland Cove Retirement Community

Sandy, Utah

Health Specialist Intern

Month Year - Present

- Designed and instructed group exercise classes meant to engage the senior population
- Executed performance evaluation testing using body fat calipers and blood pressure cuffs
- Performed fitness tests and advised of results that included an action plan to incorporate healthy lifestyles changes
- Taught nutritional lunch series meant to engage participants in a healthy eating plan

University of Utah

Salt Lake City, Utah

Residential Advisor

Month Year - Month Year

- Developed an educational atmosphere through positive role modeling
- Demonstrated leadership skills with diverse backgrounds and emergency procedures
- Facilitated and created community building to ensure trust and camaraderie among peers and senior staff

Hallmark Cabinets

Salt Lake City, Utah

Executive Assistant

Month Year - Month Year

- Advised customers and delivered outstanding service through one on one feedback and over the phone responses
- Created promotional flyers using Microsoft Publisher to enhance programs public awareness
- Coordinated and communicated well with co-workers to ensure efficiency and equality
- Developed spreadsheets in Microsoft Excel to increase organization and efficiency

Volunteer Work

Friendship Manor

Salt Lake City, Utah

- Provided company and play board games with senior citizens

Month Year - Present

Guadalupe Center

Salt Lake City, Utah

- Worked with adults learning English as their second language

Month Year - Month Year

Name

201 South 1460 East * Salt Lake City, UT 84112 * 801-581-6186 * student@ensign.edu

EDUCATION

Ensign College

Specialized Certificate, Medical Assistant

RELATED COURSE WORK

Business Law

Community Health Issues

Accounting Fundamentals Health

Politics and Budgets

Health Services Administration

Epidemiology

Environmental Health

Management of Nonprofit Organizations

Marketing Vision

Bioethics

RELEVANT EXPERIENCE

HEAL Utah (Healthy Environment Alliance of Utah)

Location

Volunteer Coordinator, Intern

Month 20xx

- Created tri-fold pamphlet on air quality and the impact that inversions and other factors leading to poor air quality will have on Salt Lake City's economic development.
- Recruited students from the University of Utah to promote awareness of the interconnectedness of air pollution and economic growth through tabling, speaking to groups and distributing information.
- Lobbied, along with 40 other volunteers, select legislative members of the Economic Development Task Force to better fund the Division of Air Quality.
- Assisted with HEAL Utah events, including press conferences, regulatory hearings and monthly HEAL Community educational nights.

ARUP Laboratories

Location

Lead Trainer, Processing Technician

Month 20xx

- Coordinate daily operations of 4-person specimen processing training group
- Conduct all hiring interviews, performance evaluations, scheduling varied shifts
- Ensure all procedures done according to section protocol and on deadline
- Proficient in use of centrifuges, balance, pipettes, electrophoresis equipment
- Prepared blood specimens for laboratory testing – triage, data entry, delivery

Kearns High School, Granite School District

Location

Volunteer Assistant Wrestling Coach

Month 20xx

- Coached 5 boys in lowest weight classes, organized and ran daily practices

SKILLS

- CPR/AED First Aide Certified
- Medical, health care business terminology, HIPAA
- Working knowledge of conversational Spanish; v competent from diverse high school, workplace, and community experiences

First name Last name

218.444.1235 | your_name@gmail.com | linkedin/in/youURL

EDUCATION

Associate of Medical Assistant

Jul 2023

Ensign College

Salt Lake City, UT

- GPA: 3.85
- Association of Critical Care Nurses Member
 - Recipient of the Continuing Professional Development Scholarship

CERTIFICATIONS

- CPR certified | American Safety & Health Institute | Exp: Jan 2022
- Basic Life Support certified | American Heart Association | Exp: Jan 2022

CLINICAL EXPERIENCE

Student Nurse

423 hours

Saint Joseph Hospital | Emergency Room and Intensive Care Unit

Pawnee, ID

- Collaborated successfully with 10 nurses and 4 physicians to provide order in high-stress situations
- Trained and managed 3 student nurses on hospital policies and procedures, to ensure smooth procedures and operations

Student Nurse

340 hours

Madison Memorial Hospital, Family Maternity Center

Rexburg, ID

- Facilitated calm and reassurance in patients and family members by explaining procedures clearly
- Provided logistical assistance to practitioners and emotional support to patients during multiple C-sections and other emergency births

Student Nurse

290 hours

Eastern Idaho Regional Medical Center, Post Anesthesia Recovery Unite

Idaho Falls, ID

- Monitored surgical sites and vital sign changes for up to 10 patients at a time
- Adhered to detailed surgeon instructions with exactness to ensure prevent complications after surgery and ensure timely healing

OTHER RELEVANT EXPERIENCE

Medical Volunteer

200 hours

American Heart Association

Sacramento, CA

- Performed blood pressure screenings and created health plan for each participant
- Coordinated logistics of 20+ volunteers to enable smooth daily and weekly operations

Lifeguard and Swim Instructor

Mar 2012 – Jan 2015

Pawnee School District

Pawnee, ID

- Formulated new methods to engage participants, aging from 2-25 years, to improve and progress to higher swimming levels

Name Last Name

RESUME

Recent graduate in paralegal studies with 4+ years of experience in conducting interviews and legal research. Seeking to bring work experiences and academic training into an entry-level paralegal position at a mid-sized law firm. An organized, dedicated worker looking to work closely with partners.

EXPERIENCE

PARALEGAL INTERN

Wachester Law Firm, Houston, TX / September 2016 - Present

- Assisted three senior paralegals with the research and gathering of legal documents in preparation for trials
- Maintained database and files, answered phones, received messages, and performed other office administrative tasks
- Supported the preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Created and maintained a paper and electronic litigation database

LEGAL SECRETARY

MGA Offices, Houston, TX / June 2014 – August 2016

- Used Microsoft Office Suite software to prepare legal documents and present evidence in spreadsheets for attorney review
- Arranged travel plans for senior management, answered phones and emails
- Scanned, organized, and filed exhibits, briefs, and legal documents into the firm's paper and electronic database
- Coordinated conferences and meetings, and scheduled and updated appointments on the firm's monthly calendar
- Participated in company-wide training seminars to improve skills
- Attended two annual in-house training to understand office work flow

✉ youremail@gmail.com

☎ 895 555 555

📍 4397 Aaron Smith Drive
Harrisburg, PA 17101

in [linkedin.com/in/yourprofile](#)

SKILLS

Microsoft Office Suite

LexisNexis

Scheduling Software

90 WPM Typing Speed

Critical Thinking

Handling Pressure

Leadership

Problem Solving

Adaptability

EDUCATION

B.S. PARALEGAL STUDIES

Southern Community
College / 2014

A.A. PARALEGAL STUDIES

Southern Community
College / 2012

CERTIFIED REGISTERED PARALEGAL

National Federation of
Paralegal Associations

Your Name

201 South 1460 East Salt Lake City, UT 84112
firstname.lastname@email.com | 801-581-6186

SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

EDUCATION

Associate of Applied Science Paralegal, Ensign College Studies Month 20xx

- Emphasis: Foreign Relations & Security
- GPA: 3.7, Dean's List

Study Abroad

Christian-Albrechts-Universität zu Kiel

Month 20xx - Month 20xx

Kiel, Germany

Relevant Course Work:

Justice & International Affairs
International Human Rights

Political Geography
Globalization & World Politics

European Politics
Terrorism & Security

EXPERIENCE

International Trade Intern, World Trade Center of Utah | Salt Lake City, Utah January 20xx – Present

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

Foreign Affairs Intern, European Parliament | Brussels, Belgium August 20xx – December 20xx

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
- Conducted research on the international goals and legislative priorities of the Progressive Alliance of Socialists and Democrats party to create policy briefs on international issues.
- Participated in conferences on global security, peace talks, and the MDGs.

Manager, Barnes and Noble | Salt Lake City, Utah Month 20xx – Month 20xx

- Streamlined organization of product database, improving operations and increasing efficiency.
- Trained, scheduled, and supervised 10 staff members, personally investing in their individual progress.
- Created a team environment, boosting employee morale, and increasing customer satisfaction scores.

Lead Intern, Salt Lake Peer Court | Salt Lake City, Utah Month 20xx – Month 20xx

- Facilitated peer-administered alternative to juvenile court system for youth who commit minor offenses
- Coached 5 interns in developing individualized behavior plans

LEADERSHIP EXPERIENCE

Campaign Volunteer, Campaign for Senate | City, State March 20xx – November 20xx

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

Board Member, Department Student Advisory Committee | City, State Month 20xx – Month 20xx

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

Student Name

201 South 1460 East Salt Lake City, UT 84112
firstname.lastname@email.com | 801-581-6186

SUMMARY OF QUALIFICATIONS

- Experience in international research for local and multinational firms regarding commerce regulation, import and export logistics, and legal compliance.
- Emphasis in foreign relations and the intersection of local, national and international policies on the global political landscape.
- Language Skills: Fluent in German, conversational in Dutch

EDUCATION

Bachelor of Arts in International Studies

University of Utah

Emphasis: Foreign Relations & Security

GPA: 3.7, Dean's List

Month 20xx

Salt Lake City, Utah

Study Abroad

Christian-Albrechts-Universität zu Kiel

Month 20xx - Month 20xx

Kiel, Germany

Relevant Course Work:

Justice & International Affairs

International Human Rights

Political Geography

Globalization & World Politics

European Politics

Terrorism & Security

EXPERIENCE

International Trade Intern

World Trade Center of Utah

January 20xx – Present

Salt Lake City, Utah

- Assess the export and import-readiness of small enterprises in Utah to provide successful market-entry strategies for local and international clients.
- Research international trade procedures pertaining to global logistics, international marketing, trade compliance, legal concerns, and trade finance to inform client strategy.

Foreign Affairs Intern

European Parliament

August 20xx – December 20xx

Brussels, Belgium

- Compiled weekly reports on U.S. politics focusing on trade and commerce and immigration policies to inform members of Parliament.
- Conducted research on the international goals and legislative priorities of the Progressive Alliance of Socialists and Democrats party to create policy briefs on international issues.
- Participated in conferences on global security, peace talks, and the MDGs.

LEADERSHIP EXPERIENCE

Campaign Volunteer

Campaign for Senate

March 20xx – November 20xx

City, State

- Coordinated Get Out the Vote (GOTV) efforts for the Sugarhouse neighborhood, with a 8% increase in voter turnout and 15% increase in awareness of candidate.
- Supervised 5 volunteers' efforts to promote candidate, including phone banks, house parties and canvassing trips.

Board Member

Department Student Advisory Committee

Month 20xx – Month 20xx

City, State

- Directed and planned programming featuring campus staff and faculty on topics such as careers in international studies, learning abroad and finding your emphasis.

First name Last name

333-456-5555 | your_name@gmail.com | linkedin.com/in/yourURL

Education

Ensign College

Associate of Computer Information Technology

Dec 2019

Salt Lake City,
UT

- GPA – 3.7
- Data Science Group Lead | Data Science Society

Tools

Advanced:

- CSS, HTML, C++
- JavaScript
- Microsoft Office

Competent:

- R, Python
- SQL
- Tableau & Tableau Public

Experiential Learning Projects

Data Science Society | BYU-Idaho

Student Data Analyst

Jan – Mar 2018

Rexburg, ID

- Analyzed and cleaned 9,000 lines of movie revenue data to identify trends in movie ticket sales for NBCUniversal
- Collaborated with diverse team to transform raw data into predictive model for movie ticket sales based on time of release, economic conditions, and weather patterns
- Presented model to company stake holders using Tableau and Tableau Public

Data Science Society | BYU-Idaho

Group Lead

Aug 2017 – May 2018

Rexburg, ID

- Saved Fortune 500 company \$300K up-front and \$60K annually by applying machine learning algorithm to predict online customer's purchasing propensity, which is now used in real-time
- Evaluated text of 3,600+ job descriptions and used supervised and unsupervised natural language processing tactics to recommend diverse applicant boosting words for Fortune 500 computer memory solutions company
- Pre-processed and analyzed data sets from selected Utah businesses and instructed team members on ETL, data mining, and visualization by creating tutorials that are now used in four classes

Work Experience

Utah Small Business Development Center

Business Analyst

Jan 2018 – Present

Rexburg, ID

- Increased small business sales by building automated marketing campaigns using Facebook, Google AdWords, and automated emailing applications
- Tracked advertising conversions and costs to ensure campaigns generated positive ROI
- Partnered with local tech company to build and administer nationwide phone survey of 40 cities to understand and improve short-term rental compliance software

Jackson Lumber

IT Administrative Assistant

Jun 2016 – Dec 2017

Salt Lake City, UT

- Enhanced trouble-shooting and communication abilities while providing timely phone and live chat technical support to dozens of campus students, staff, and faculty each week
- Trained and supervised daily workloads of 5 other student technical support assistants
- Created new student employee online orientation and ongoing training courses in Canvas, which led to a 35% decrease in call times and a 40% increase in positive customer ratings