

Your Name

yourname@reinhardt.edu - 770.830.1111 - YourLinkedInURL

EDUCATION

Reinhardt University
Bachelor of Science
Major: Human Relations Administration
Minor: English
GPA: 3.2, Dean's List: Fall 20XX - Spring 20XX

Waleska, GA
May 20XX

Relevant Coursework: Organizational Behavior, Communication & Interpersonal Behavior, Labor Relations, Leadership & Teams, Ethics in the Workplace

EXPERIENCE

ABC FOOD COMPANY, Canton, GA
HR Intern, Staffing Services

February 20XX-present

- Provide support to 12 staffing specialists within the Human Resource department of a Fortune 1000 consumer packaged goods company.
- Assist with the placement of internal job postings, review and sort resumes by position and/or location and distribute to appropriate team members.
- Research best practices for the placement of employment classified ads via the Internet, including social media platforms; search for qualified applicants and update job listings.
- Conduct prior employment reference checks for new hires and coordinate/track pre-employment drug testing.

Writing Center, Reinhardt University

Waleska, GA

Student Tutor

February 20XX-Present

- Assist students to develop and improve skills in pre-writing and proofreading personal essays and research papers.
- Conduct an IRB approved research project and paper on understanding the conflict a tutor faces within their academic role.
- Attend two monthly meetings regarding tutoring methods, techniques, and appointment troubleshooting.

Eagles Literary Magazine, Reinhardt University

Waleska, GA

Contributor/Member

September 20XX-May 20XX

- Created content for flyers and posters designed by advertising team for student managed literary magazine.
- Evaluated and edited poetry submissions with a co-editor.
- Published one short story and one photograph in the 20XX publication.

ADDITIONAL EXPERIENCE

Stonegate Retirement Community

Canton, GA

Dining Waiter

(Seasonal) March 20XX-June 20XX

- Trained new servers and bussers on customer service skills and job tasks
- Served nursing home residents food and drink orders based on dietary restrictions and preferences in fast-paced restaurant
- Collaborated with serving and bussing teams to cater large holiday meals and special events for residents

SKILLS

Software: Microsoft Office (Word, Excel, PowerPoint, Publisher) , Google Docs, WordPress

Social Media: Facebook, Twitter, Instagram, Tumblr, Pinterest, Vine

Web Design: Wix & WordPress

Language: French - conversational

ACTIVITIES

Society for Human Resource Management

Waleska, GA

Founding Member

August 20XX-Present

- Attend meetings which include guest speakers who share HR best practices, fundraising planning, and other general organizational topics
- Assist in the active recruitment (via in-person and social media) of new members for the first SHRM chapter on campus

Your Name

(678) 555-555 | yourname@reinhardt.edu | [linkedin.com/in/yourname](https://www.linkedin.com/in/yourname)

Education:

Reinhardt University

Bachelor of Science, Fashion Merchandising

Business Administration Minor, GPA: 3.34

Dean's List: Fall 20XX, Spring 20XX

Waleska, GA

May 20XX

- Relevant Coursework: International Fashion Business, Fashion Sustainability, Textiles, Product Development, Organizational Behavior in Business, Introduction to Marketing

Experience:

Shop2Chic

Business Development Intern

Woodstock, GA

May 20XX-August 20XX

- Developed strategic marketing and analytic plans for company executives that focused on market growth and development
- Conducted competitive marketing intelligence, generated reports on current market structures, and evaluated potential new market segments
- Organize and design social media campaigns on Facebook and Twitter and develop promotional strategies to bring awareness to the brand
- Assist in the pricing and loading of items onto the e-commerce site

Ribbons on the Runway

Dresser

Canton, GA

November 20XX

- Styled and assisted models backstage at an annual runway event in support of the breast cancer charity Sharsharet.
- Kept the models in line and made sure they entered the catwalk in a timely manner

RU Fall Fashion Event

Dresser

Canton, GA

November 20XX

- Assembled outfits and dressed models for the RUDress magazine's annual fashion show
- Facilitated inventory control to ensure that items were not lost or stolen

Activities and Awards

RUDress Magazine

Philanthropy Team

Waleska, GA

September 20XX-Present

- Assist in the promotion of the RUDress magazine through philanthropic events involving TOMS and the Dream Box Campaign

Public Relations Team

September 20XX-Present

- Promote the student run magazine through PR stunts throughout campus

Zeta Tau Alpha Sorority

Member

Waleska, GA

February 20XX-Present

- A social and service fraternity focused on building lifelong bonds with others while supporting the Sharsheret and the Elizabeth Glaser Pediatric AIDS Foundation

Fashion Merchandising Club

Member

Canton, GA

September 20XX-Present

- Supplies networking opportunities among peers who aspire to be in the fashion industry

National Society of Leadership

Member

Atlanta, GA

November 20XX-Present

- The nation's largest leadership honor society which aims to build leaders

Additional Skills

Proficient in Microsoft Word, Excel (PivotTables, Nested IF, VLOOKUP, Charting, Sorting and Formatting), PowerPoint, Access, Word, and Polyvore

Your Name

yourname@udel.edu | (770) 456-7890 456 | [YourlinkedInURL](#)

EDUCATION

Reinhardt University

Bachelor of Arts in Psychology

Honors Degree with Distinction

Senior Thesis Candidate: Stress Regulation in Adolescent Girls

Minors in Educational Studies & in HDFS

GPA 3.53; Dean's List All Semesters

Waleska, GA

May 20XX

CIEE Study Abroad

Public Health Program

London, UK

January 20XX

RESEARCH EXPERIENCE

Reinhardt University, Psychology Department

Research Assistant

Waleska, GA

August 20XX-Present

- Organize data for Professor Smith's lab that tests attachment related trauma, stress regulation, and developmental psychopathology in adolescents
- Conduct literature reviews for primary investigator and provide findings in detailed reports and present findings to members of the team
- Guide patients, participants, and clinician users of our technology through installation, daily use and interpretation of results

Reinhardt University, Child Psychology Lab

Research Assistant

Waleska, GA

August 20XX-May 20XX

- Assisted Professor White with infant cognition testing with duties including collecting data designed to assess a broad range of tailored and comprehensive cognitive scores
- Performed regression analyses on various data sets related to infant cognition testing and reviewed data for accuracy and completeness

ADDITIONAL EXPERIENCE

Boys & Girls Center

Mentor

Canton, GA

August 20XX-Present

- Mentor two children ages 6 & 10 on a weekly basis and assist with academics
- Provide developmental activities, relating to core areas including education & career, character & leadership, health & life skills, the arts, and sports, fitness & recreation

Next Generation Child Center

Teacher's Assistant

Woodstock, GA

August 20XX-September 20XX

- Aided teachers with infant through pre-K classrooms by providing guidance to students during lessons

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint and SPSS. Fluent in Spanish.

HONORS & ACTIVITIES

Phi Beta Kappa, President (September 20XX-Present)

September 20XX-Present

- Plan and orchestrate weekly chapter meetings for a fifty-member organization, secure guest speakers, oversee activities, and lead a nine-member executive board

Psi Chi National Honor Society in Psychology, Member

September 20XX-Present

National Society for Collegiate Scholars, Member

September 20XX-Present

Gamma Sigma Sigma, National Community Service Sorority, Member

December 20XX-Present

- Perform 25 hours of community service per semester
- Tutor inner-city children grades 1 through 12 on various school subjects

Your Name

770-555-5555 | yourname@reinhardt.edu [YourLinkedInURL](#)

EDUCATION

Reinhardt University, Waleska, GA
Bachelor of Science in Computer Science
Overall GPA: 3.14; Major GPA: 3.32

May 20XX

SKILLS

Languages: Java, C, C++, LISP, Matlab, HTML, Promela, MySQL
Operating Systems: Windows, Unix, MacOS, SUN Solaris, Ubuntu
Software: Eclipse, MS Office, Adobe Photoshop, Minitab, Spin, Visual Studio

RELATED EXPERIENCE

INRIX, Canton, GA

May 20XX - August 20XX

Mobile Development Intern

- Designed and developed an incident escalation service to manage and assign critical and non-critical client and server issues for the Mobile Team
- Researched, designed and developed a cross-platform SOK for Mobile services
- Designed and developed a gamification platform for the **INRIX** Traffic application
- Worked effectively in a deadline-driven environment

Reinhardt University, College of Business & Economics, Waleska, GA

August 20XX - May 20XX

TechDeck Support Member

- Managed College of Business main webpage
- Oversaw public computing lab procedures and provided client-facing IT support as needed

Reinhardt University, Department of Computer & Information Sciences, Waleska, GA

February 20XX - May 20XX

Lab Assistant (Intro to Computer Science I)

- Answered questions and aided teaching assistant in conducting introductory Computer Science labs

PROJECT EXPERIENCE

Reinhardt University, Department of Computer & Information Sciences, Waleska, GA

Fall 20XX

Android Molecular Compound DB App

- Developed SQLite-based Android app permitting users to edit, add or delete database elements
- Generated XML-based scalable GUI interface using custom Photoshop graphics

ATHLETICS & LEADERSHIP

RU NAIA Division I Football Team, Waleska, GA

August 20XX - Present

Varsity Letterman and Member of Athletic League All-Academic Team

- Amplify skills needed to work unselfishly and energetically amongst a group of diverse peers
- Serve as team's Student Athlete Representative voicing student-athlete concerns to the college wide board
- Improve time management skills by balancing a full course load with 25+ hours of weekly football activities

Linux Users Group (LUG), Atlanta, GA

January 20XX - Present

President

- Organize group meetings and outings available to both members and the general public
- Design events for the purpose of educating members as well as non-members of varying competency levels

Robotics Club, Canton, GA

August 20XX - December 20XX

Webmaster

- Engineered landing page that increased user traffic by more than 50%
- Update the registered student organization web site every week to ensure accurate information is available to the public
- Maintain accurate electronic list of members and advertised meetings as well as upcoming competitions