THE CAREER CENTER
LOYOLA UNIVERSITY MARYLAND

SELLINGER SCHOOL OF BUSINESS
SAMPLE RESUMES

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Debbie O'Credy

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OBJECTIVE

Highly motivated college sophomore seeking a summer internship or job opportunity in accounting.

EDUCATION

Loyola University Maryland, Baltimore, MD
The Joseph A. Sellinger, S.J. School of Business & Management (AACSB Accredited)
Bachelor of Business Administration in Accounting and a concentration in International Business, expected May 20xx

- Overall GPA: 3.2; Major GPA: 3.5

WORK EXPERIENCE

Ricoh, Customer Administration Department, *Intern* – West Caldwell, NJ May 20xx-August 20xx

- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts and document business transactions by using Oracle database system (iSuite)
- Monitored and reviewed accounting and related system reports for accuracy and completeness
- Prepared and reviewed invoices and accounting documents for customer profile updates in order to resolve accounting discrepancies
- Explained and communicated billing invoices and accounting policies to vendors and clients by phone or e-mail

United Nations OHRM/OASG, Staff Activities and Housing Unit, *Volunteer* – New York, NY October 20xx-May 20xx

- Conducted and established statistical trend analysis database for international Housing Unit
- Prepared and briefed HQ on the summary of findings of documentations/reports on housing activities
- Tracked UNICEF and other internal organizations' Housing Unit activities in order to establish housing requirements

Mountain Lakes Volunteer Fire Department, *Captain* – Mountain Lakes, NJ September 20xx-June 20xx

- Volunteered over 300 hours of community service and exercise including live fire calls
- Established training exercise plans and conducted drills to train and lead the Junior Fire Fighter Volunteers
- Led and coordinated major efforts with fundraisers to accomplish the target goal
- Completed and graduated from Fire 1 training at the Morris County Fire Academy

New York Mayoral Campaign Candidate, Congressman Tony Smeltz, *Intern* – New York, NY June 20xx-August 20xx

- Placed cold calls for campaign donations and interviewed local New Yorkers to solicit petitions to place candidate on Mayoral Ballot
- Conducted research on demographics and generated statistics on previous elections to gain understanding of voting tendencies by district for developing campaign strategy
- Assisted with coordination of speeches, appearances, special events and fundraising activities

ACTIVITIES

Evergreens, *First Year Orientation Leader* – Baltimore, MD February 20xx-Present

- Serve as a role model for incoming students and address their concerns and issues throughout the summer and during the first year
- Lead the first year students in a variety of service initiatives as a member of the Service Committee

Student Leadership Corps (SLC), *Member* – Baltimore, MD September 20xx-Present

- Develop deeper knowledge of leadership skills through open communication and seminars

Relay for Life, Loyola Chapter, *Fundraising Committee* – Baltimore, MD September 20xx-Present

- Oversee and organize fundraising events to help raise money for cancer patients

WLOY Loyola University Radio, *DJ* – Baltimore, MD September 20xx-Present

- Host a weekly radio show which discusses news, sports and weather

Squash Club, *Member* – Baltimore, MD January 20xx-Present

BSA Fashion Show, *Model* – Baltimore, MD February20 xx-April 20xx

Youth Advisory Council for Congressman Robert Kardashian, *Member* – Morristown, NJ September 20xx-May 20xx

- Discussed environmental issues and concerns over war in Iraq and brainstormed potential solutions and reforms
- Interviewed government officials and toured Federal Research Facilities
- Participated in facilities tour at Picatinny Arsenal with Congressman Kardashian on weapon technology capabilities review

JEN BIZZ

Permanent Address:
8899 Entrepreneurial Rte
Chatham, NY xxxxx
(xxx) xxx-xxxx

School Address:
4501 N. Charles St, MS xxx
Baltimore, MD 21210
jbizz1@loyola.edu

EDUCATION

Loyola University Maryland, Baltimore, MD
The Joseph A. Sellinger, S.J. School of Business and Management (AACSB Accredited)
Bachelor of Business Administration: Degree in General Business — Expected May 20xx

- Cumulative GPA: 3.9
- Honors Program: Sellinger Scholars

Denmark International School at University of Copenhagen, Copenhagen, Denmark — August-December 20xx

- Completed five courses focusing upon international business

ACADEMIC AWARDS

- Dean's List: The Sellinger School of Business and Management — All Semesters
- Beta Gamma Sigma (The International Honor Society, Recognizing Business Excellence) — 20xx-Present
- General Business Award - Nominated by faculty as single recipient out of 30 students — 20xx-20xx

WORK EXPERIENCE

Nationwide Mutual Insurance Company, Warwick NY & Baltimore, MD: **Account Management Intern** — May 20xx-May20xx

- Provided high quality customer service and promoted company image
- Tracked warned accounts to reduce policy cancellations and followed up on late payments
- Recorded information on automobiles, homes, boats and motorcycles for premium quotes
- Followed up on pending claims and processed policy payments

Morgan Stanley, Goshen, NY: **Financial Intern** — Summers 20xx-20xx

- Provided information on a range of mutual funds through contact with Morningstar's website and personnel to enable the financial advisor to evaluate the funds
- Developed correspondence to provide information on account status and assisted in providing software solution for everyday support of financial advisors' needs
- Worked directly for one of the office's top advisors to assist him in developing correspondence to provide clearly written account summaries addressing ongoing client inquiries
- Supported marketing by creating an extensive mail merge targeted at Loyola University alumni
- Acclimated new financial advisors during their beginning weeks at Morgan Stanley to provide a smooth transition from their previous firm as well as transferring their accounts into the firm

EXTRACURICULAR INVOLVEMENT

Care-A-Van, Baltimore MD: **Volunteer** — Fall 20xx

- Participated in food preparation and serving meals for a combined total of 20 hours

EBLO (Education Based Latino Outreach), Baltimore MD: **Volunteer** — Spring 20xx

- Tutored 1st graders with their homework and English speaking skills at a public city school for 3 hours every week

CHINA TRAVELER

(xxx) xxx-xxxx • china.traveler@gmail.com
78 Overseas Road
Cambridge, MA xxxxx

OBJECTIVE: To obtain a position within the investment sector with an international company.

EDUCATION:

Loyola University Maryland Baltimore, MD
The Joseph A. Sellinger, S.J. School of Business and Management (AACSB Accredited)
Bachelor of Business Administration, May 20xx
Major: International Business Minor: Asian Studies

- Overall GPA: 3.5; Dean's List: Spring 20xx-Spring 20xx

Beijing School of International Business and Economics Beijing, China

- Dean's List Fall 20xx
- *Relevant Courses:* Chinese Economic Business Systems, China in the World Economy

Cambridge High School Cambridge, MA
Graduated with Honors, May 20xx

EMPLOYMENT:

June-August 20xx **Fidelity Investments** Marlborough, MA
Student Intern, Workplace Investing/Sales-Emerging Market

- Assisted the Senior Vice President of Workplace Investing/Sales in overseeing the development and sales of all Fidelity retirement plan offerings in the Emerging Market marketplace.
- Attended Workplace Investing National Sales Meeting.
- Prepared various sales data spreadsheets and PowerPoint presentations for Senior Vice President.
- Participated in client presentations and Webex meetings.

May-August 20xx **Citigroup Global Markets, Inc.** Boston, MA
Student Intern, Smith Barney-Wealth Management Group

- Assisted the Vice President of Wealth Management in identifying and developing investment strategies for and contacting prospective clients.
- Prepared and presented morning market briefings for Financial Advisors.
- Compiled financial analyses and participated in client presentations.
- Completed a project which identified a potential client market, developed a database and implemented marketing strategies currently being used by Financial Advisors.

Summers 20xx-20xx **Medford Volkswagen** Medford, MA
Assistant to the Comptroller

- Provided assistance in the areas of payables, receivables and inventory control.
- Accepted payments from customers and reconciled in the company's computer system.

ACTIVITIES:

Loyola University Maryland Baltimore, MD
Student Ambassador – Office of Undergraduate Admission

- Conduct tours of Loyola University for groups of prospective students and their parents while presenting a professional overview of the campus, academic programs and student life.

Tutor – Center for Community Service and Justice

- Selected for St. Mary's Partnership Homework Assistance Program as a math tutor for middle school students.

Member – American Cancer Society

- Serve as a Relay for Life event planning member.

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint and Internet proficient
Language: Conversational in Mandarin Chinese and Spanish

INTERESTS:

International Travel: Africa, Belgium, China, Denmark, England, Ireland, Netherlands, Singapore, Spain

Dee Ziner

Permanent: 2100 Clientele Avenue • Burlington, VT xxxxx • dee.ziner@gmail.com
Campus: 4501 North Charles Street • Baltimore, MD 21210 • xxx. xxx. xxxx

EDUCATION

Loyola University Maryland – Baltimore, MD
Bachelor of Arts in Communication, Specialization in Advertising & Public Relations Expected May 20xx
Marketing Minor from The Joseph A. Sellinger, S.J. School of Business and Management (AACSB Accredited)
Cumulative GPA: 3.7

- Recipient of Dean's List Honors — All Semesters
- Public Relations Student Society of America; Loyola Chapter — September 20xx – Present
  - *President, 20xx-20xx*
- Financial Management Association of Loyola, *Member* — September 20xx – Present
- Loyola Marketing Association, *Member* — September 20xx – Present

WORK EXPERIENCE

Ice & co. – Morristown, NJ October 20xx – Present
Founder & President

- Established a boutique company (www.iceandcompany.com) with an ambition to fulfill the needs of every fashionista
- Execute every role of the company ranging from creating and designing, to marketing, promoting, and selling the handmade fashion accessories & jewelry to a female target audience ranging in ages 15 up to 40

Conde Nast Publications/Lucky Magazine – New York, NY June 20xx – August 20xx
Intern; Advertising/Sales & Creative Services

- Selected as one of 54 interns, out of 5,390 eligible applicants
- Assisted the executive assistants to the Publisher and the Associate Publisher of Lucky Magazine with administrative duties
- Performed administrative responsibilities including finding specific client edit credits, handling mass monthly mailings, constructing sales presentations/edit credit accordions and media kits to going on/executing numerous sales calls

Polo Ralph Lauren – New York, NY May 20xx – August 20xx
Intern; Marketing & Public Relations (Corporate Office)

- Interacted with and assisted both publicists as well as stylists in successfully delivering a positive message for the Ralph Lauren brand in a challenging, demanding and fast paced Marketing & Public Relations departments
- Updated and organized the PR Sample closet, logged in/out loan samples and inputted them into company database
- Created, categorized and worked with Plano-grams, photo shoot schedules and advertising mailers as well as attended line walk-throughs, market week meetings, weekly department staff meetings and style-outs

Steve Madden Ltd – Long Island, NY May 20xx – August 20xx
Intern; Marketing & Public Relations (Corporate Office)

- Consulted with various market brands in daily meetings that expressed interest in co-branding or working with Steve Madden Ltd
- Corresponded with publicists, stylists, magazines and other Public Relation associates on a daily basis working on creating, styling, and visualizing looks which would later receive product placement and/or appear in wholesale mailers
- Assisted with pre-planning to execution of multiple corporate/public events and national promotions/contests, as well as visualizing the desired outcome of gaining customer loyalty and brand recognition

JCrew – Paramus, NJ January 20xx – July 20xx
Retail Brand Representative/Sales Associate

- Engaged in assisting customers put together trendy looks based on classic clothing, accessories and shoes
- Executed in store sales, returns and on line orders as well as cash wrap

RELATED VOLUNTEER/CHARITY WORK

National Alliance on Mental Illness (NAMI) – Baltimore, MD January 20xx – May 20xx
Head Chairperson of Public Relations

- Created and maintained constant and positive communication, united ideas, generated step-by-step blueprints and successfully executed numerous fundraisers/events/informational pieces, to in return powerfully increase awareness, supply extra finances, and most importantly maintain the positive image behind NAMI

The Club at Collington Square – Baltimore, MD January 20xx – May 20xx
Volunteer

- Contributed a minimum of six hours a week serving as a mentor, friend, tutor and confidant to Baltimore City's impecunious youth (ranging in ages 4-16) who are living in extreme poverty, abusive, dysfunctional and broken families, and receive government welfare and/or assistance

Special Stars – Paramus NJ September 20xx – May 20xx
Volunteer

- Served as a team counselor working with children with autism (ages 3-18)
- Coached, mentored and inspired children with autism the fundamentals of soccer, basketball, and baseball
- Learned valuable leadership and organizational skills

SKILLS

- Skilled in Microsoft Word, Excel, Access, Outlook as well as Adobe Photoshop and Adobe Illustrator
- Proficient in both Apple (Mac OS) and PC Operating Systems
- Conversational in both Spanish and Italian

N. Talia Gence

65 Security Boulevard
Mount Sinai, NY xxxxx

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Education:

Loyola University Maryland — Baltimore, MD
The Joseph A. Sellinger, S.J. School of Business and Management (AACSB Accredited)
Bachelor of Business Administration, Management and Management Information Systems (double concentration), expected May 20xx
Overall GPA: 3.45

St. Anthony's High School — South Huntington, NY
High School Advanced Regents Diploma, May 20xx
Honors: Dun Scotus Award; Alvernian Chapter of National Honor Society (9/xx-5/xx)

Experience:

Leukemia and Lymphoma Society (LLS) — Melville, NY
Information Technology Intern — 6/xx-present

- Help organize events for the benefit of cancer research
- Enter and retrieve data from the LLS database
- Utilize Microsoft Excel daily for various projects including donor spreadsheets, tracking of online payments and budgetary records

Loyola University Maryland, The Career Center — Baltimore, MD
Office Assistant — 9/xx-5/xx

- Answered phones and greeted incoming employers, students, alumni and faculty/staff
- Assisted with the development of flyers and marketing materials for upcoming events
- Entered, copied and filed job/internship vacancies using Hounds4Hire and assisted with other administrative duties as required

Investment Technology Group (ITG) — New York, NY
Sales and Trading Intern — 6/xx-7/xx

- Built spreadsheet database of all sales and trading personnel by account coverage
- Managed account revenue data by sales region and color coded to identify differences
- Worked on presentation in preparation for mid-year review with CEO of firm
- Shadowed brokers on the trading floor
- Completed 20 continuing education credits in Finance at the New York Institute of Finance (courses completed in Equities, Derivative Instruments and Securities)

Skills:

- Proficiency in database management and querying, networks and security, and data mining with SAS Enterprise Miner
- Proficiency using Microsoft Word, Excel, PowerPoint, and Access

Volunteer/ Activities:

Loyola Alive, *Member* — 9/xx-9/xx
Cristo Rey Jesuit High School, *Tutor* — 9/xx-4/xx
Loyola University Maryland Chorale, *Member* — 12/xx-5/xx