



The KatieCareer Guide to Resumes



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What is a resume?

A resume is a document that outlines your previous experiences in a way that shows that you are the best candidate for the position you are applying for.



Getting Started- *Brainstorm!*

Creating a resume can be a daunting task. To get started, try this exercise:

1. **Create a document to store all of your work**– This will be a casual place to brainstorm everything that can go on future resumes.
2. **Start to list any experiences you've had in the past few years.** Try to find the date(s) that you were involved in each experience. Don't worry about formatting, just get all of the information down.
 - a. Examples: *internships, full-time work, part-time work, summer jobs, volunteer/community service, campus activities, student organizations, and your educational experiences.*
3. **For each experience, jot down a few things about that position that stand out to you.**
 - a. This can include specific tasks you were assigned, accomplishments, or ways that you personally contributed to the experience. Don't worry about the wording, just make notes that you can make sense of.
4. **Choose a format for your official resume.**

Resume Format

While there is no “right” way to make a resume, there are things you can do to *increase your chances* of getting an interview with a company. Here are a few basic guidelines you should follow:

1. **Keep your resume to one or two pages**
 - a. One-page resumes are typical for internships and entry-level positions, and two-page resumes are acceptable if you have extensive relevant experience.
2. **Keep the formatting simple.** Using lots of color, or complex graphic design can distract from the content of your resume, and it may cause issues with the AI that reads resumes.
 - a. Stick with simple, readable fonts (e.g. Arial, Times New Roman, Calibri)
 - b. Unless asked otherwise, **submit your online resume as a PDF document**, so the formatting does not change when opened in different browsers.
3. **Put what’s most important first-** Prioritize your experiences, and make sure the most important items appear toward the top of the page. It’s what people will see first, and you want to make a good first impression!
 - a. Under each heading, list your experiences in **reverse chronological order**, meaning you start with the most recent experience first.
4. **Use an approved template.** Use the templates on this handout, or visit Career Activator using the QR code to use one of their designs.



But, above all else:

5. **Tailor your resume to each position you apply for.**

A Section-by-Section Guide

This section will include a breakdown of potential sections to include on your resume.

Heading (*required*)

Heading Example:

Katie Student

ze/hir/hirs | www.linkedin.com/katiestudent |(123) 456-7890 | kestudent@stkate.edu

The header should contain your name*, phone number, and email address. Additionally, you can include your preferred pronouns, your LinkedIn profile URL, and the city/state you live in, if you feel comfortable.

*If you go by a different name than your legal one, you can list it in parentheses (e.g. Katie (Caleb) Student), as an initial (e.g. K. Caleb Student), or simply list your name as usual (e.g. Caleb Student). However, make sure to have your legal name on all legal documents.

Objective/Profile (*optional*)

Objective Example:

Objective

To obtain an internship in Criminology with Hennepin County that will maximize outstanding observational and behavioral skills, while building knowledge and experience in the field.

Profile Example:

Profile

Productive and efficient recent graduate nursing student with four years of training and education seeking to use extensive knowledge of human anatomy and the female reproductive system in a position as a Nurse at the Gynecology Office.

Your Objective or Profile is 2-3 sentences regarding the specific position you are applying for, and your contributions to the role. An Objective statement should start with the phrase “To obtain,” while a Profile can be a bit more flexible.

Note: Objective and Profile statements are most helpful when you have gaps in your resume or are looking to transition into a different field.

Education (*recommended*)

Education Example

St. Catherine University, St. Paul, MN

Expected Graduation: May 2021

Bachelor of Arts in Public Health

Overall GPA: 3.7

Minor in Spanish

Relevant Coursework: Epidemiology, Environmental Health, Professional Writing

List the name of the institution, city and state, and degree you received (or expect to receive). Fully spell out degree name (e.g. Bachelor of Arts, not B.A.). Include your major(s) and minor(s), as well as your GPA (or major GPA) if it's above a 3.0.

Optional: You may wish to include relevant coursework (relevant to the position for which you're applying), major research projects, academic awards and honors, or study abroad experiences if applicable.

Experience Section(s) (*recommended*)

Experience Example:

Relevant Experience

Barista, Starbucks, St. Paul, MN

06/2022—Present

- Developed rapport with a diverse customer population to encourage brand loyalty
- Settled complaints and grievances with a professional and empathetic demeanor
- Crafted up to 60 specialty beverages an hour, ensuring quality and timeliness

The experience section(s) are all about the unique ways that you have interacted with the world around you. For each position, indicate the name of the employer, your title, the city/state where you worked, and dates of employment. List bullet points underneath, describing the tasks and accomplishments you had at each experience.

These are examples of **transferable skills**, which are the knowledge, skills, and qualities that you gained from one experience that can transfer to other areas of your life. **For more information on how to write bullet points (skill statements), see the section titled "Writing a Strong Skill Statement."**

Your experiences matter, regardless of if you were paid! Here are some examples of possible experiences you can list:

- Volunteer Experience/Service
- Internships
- International/ Study Abroad
- Working at Your Family's Business
- Babysitting/Nanny Roles
- Part-Time Jobs
- Leadership/Campus Involvement
- Military Experience

You can always separate out your experiences between “Relevant” and “Additional” to prioritize what is most important to the thing you’re applying for. You can also title this section differently based on the type of experience you’re highlighting (e.g. “Clinical Experience” or “Teaching Experience”).

Think about: is there anything about your field/industry that requires unique sections? Such as:

- a. **Education:** Licensure, Teaching Experience
- b. **Nursing:** License/Certifications, Clinical Experience (Including Hours)
- c. **Clinical/Laboratory:** Research Experience, Technical Skills (e.g. Laboratory Equipment)
- d. **Federal Government:** Government positions require additional details, and very specific guidelines for formatting and content. Follow the QR code to find more information.



Skills (optional)

Skills Example:

Languages: English (fluent), Spanish (conversational)

Software: Asana, Salesforce, Microsoft Suites, Google Suites, Epic Systems, HCPCS

Patient Care: AICD, IV Certified, GI Feeding and Tubes, Patient Rights

The skills section should include skills that are applicable to the work you’ll be doing. Sort your skills into different categories, and be as specific as possible, especially when naming software or equipment. Try not to include skills that are vague (e.g. “communication skills”).

Additional Sections to Include (optional)

These are a few additional options to choose for resume content. *Make sure to think about what experiences are most applicable to the position you’re applying to.*

Professional Memberships

Professional Memberships Example

American Psychological Association (APA) | Member

August 2020-Present

Include professional memberships you hold. List full name of the association and level of membership.

Publications/Presentations/Research

Presentation Example:

Student, K. (2021, October 31). "The Impact of Instagram Filters on Viewer Engagement," [Poster Presentation]. Minnesota Marketing Conference. St Paul, MN.

Publication Example:

Author: Student, K. *The Impact of Instagram Filters on Viewer Engagement*. Social Marketing Quarterly. 2022; 143: 60-72.

Research Example:

Lead Researcher | St. Catherine University | St. Paul, MN

09/2021-05/2022

Topic: *The impact of attack ads on voter turnout*

These sections are helpful for academically-focused resumes. Highlights scholarly work relevant to the position for which you are applying.

Honors/Awards

Honors & Awards Example

Dean's List St. Catherine University

6 Consecutive Semesters

Employee of the Month Panera Bread

October 2021

Recognized out of a 40-person team for stepping in to help whenever needed and going above and beyond to support the training of new employees.

Awards from work, school, or professional organizations. Include scholarships, graduation honors, special recognitions, etc. This can be part of Education or a separate section.

Developing Strong Content

Bullet Points ("Skill Statements")

Skill statements are the bullet points that you can use to describe your experiences. Focus on specific duties/accomplishments, and ways to connect your experience to the position.

To build a strong skill statement, use the following equation:

Skill Statement = Action Verb + Details + Outcome/Result

Work Activity	Skill Statement: <u>Verb</u> + <u>Details (Numbers)</u> + <u>Outcome/Result</u>
“Waited tables”	<u>Coordinated the service of 10 tables in a high-volume restaurant, delivering efficient and friendly service to guests</u>
“Unloaded boxes”	<u>Oversaw the implementation of a new delivery system, resulting in a 15% increase in team efficiency</u>
“Watched my neighbor’s kids”	<u>Supported 4 children’s emotional and social development by facilitating creative and engaging activities</u>

Action Verbs: Use verbs that are on the job description, or see this list for some examples:

When You Created a Project:

- Designed
- Developed
- Founded
- Established
- Formalized
- Formed
- Formulated
- Implemented
- Incorporated
- Initiated
- Instituted
- Introduced
- Launched
- Pioneered
- Proposed

When Your Work Improved the Organization in Some Way:

- Accelerated
- Advanced
- Boosted
- Conserved
- Consolidated
- Decreased
- Deducted
- Enhanced
- Expanded
- Expedited
- Generated
- Improved
- Increased
- Maximized
- Reconciled
- Reduced
- Saved
- Sustained

When You Managed a Team:

- Aligned
- Cultivated
- Directed
- Facilitated
- Fostered
- Guided
- Hired
- Mentored
- Mobilized
- Motivated
- Recruited
- Supervised
- Taught
- Trained
- Unified

When You Supported Customers:

- Advised
- Advocated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Recommended
- Resolved

When You Did Research or Analysis:

- Analyzed
- Assembled
- Assessed
- Audited
- Compiled
- Evaluated
- Examined
- Identified
- Interpreted
- Interviewed
- Investigated
- Measured
- Projected
- Reported
- Surveyed
- Tested
- Tracked
- Visualized

When You Communicated:

- Authored
- Campaigned
- Composed
- Conveyed
- Corresponded
- Counseled
- Critiqued
- Defined
- Documented
- Drafted
- Edited
- Lobbied
- Outlined
- Persuaded
- Presented
- Promoted
- Publicized
- Reviewed

Adapted from *The Muse* (2022). See more ideas at:

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>

Details: Try to Clarify (Who? What? Where? When? Why? & How?) and Quantify (How much? How many?).

Outcome/Result: What was the outcome, result, or accomplishment of your actions?

Note: Only include experiences that are from the past few years. If you currently hold the position you're describing, use the present tense. For all previous positions, use past tense.

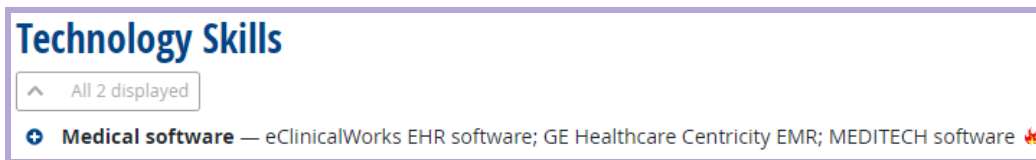
Choosing Content: Finding Keywords

Keywords are specific skills, language, qualities, or experiences looked for in a candidate. Examples include:

- Software proficiencies (e.g. Office Suites, HTML)
- Degrees/Certification
- Specific Communication Skills (e.g. Negotiation, Collaboration)

You can identify keywords in:

1. **Job Listings:** look for items repeated often, or are very specific.
e.g. Make sure to copy the phrasing they use. If they list "CRM software," use that phrasing instead of an example like "Salesforce"
2. **O*NET:** Look up the job you're interested in.



For example, under the "Technology Skills" heading, see ideas that are noted with a flame emoji . These are noted as frequently used in job postings, and may be helpful for the job you're applying for.

Find ways to integrate the keywords throughout your resume, in bullet points and/or skills sections.

Putting It All Together: Tailoring Your Resume

Say there's a student, Katie. She is a second-year nursing student who is looking for an internship at a local hospital. She doesn't have previous experience in her field, and needs to show that she is qualified for the position.

She originally described her experience as:

Camp Counselor Camp Minnehaha, Brainerd, MN	Summers, 2018 to 2022
<ul style="list-style-type: none">• Taught art and craft classes to children and teens• Led campers in outings to draw from nature	

Going through the job description, she saw a few things stand out:

JOB SUMMARY
All duties will be performed under the direct supervision of a Registered Nurse. Work within the nursing process to provide direct nursing care to assigned patients. Serve as a role model to promote a positive work environment and quality patient care. Ensure adherence to UNM Hospitals and departmental policies and procedures . Patient care assignment may include Neonate, Pediatric, Adolescent, Adult and Geriatric age groups .

Using this information, she put together this new description:

Camp Counselor Camp Minnehaha	Summers, 2018 to 2022 Brainerd, MN
<ul style="list-style-type: none">• Provided direct instruction on creative projects to campers from various age groups (ages 6-17)• Served as a community role model to provide a positive camp environment and ensure adherence to camp's policies and procedures	

See the difference? So, while she didn't have direct experience with patients, she was able to show that her experiences connect to the work she would be doing in the nursing internship program.

Resume Examples

The following pages are examples of different student resumes, with various majors and experiences. Use these as guides while you create your own resume!

Katie Firstyear | St. Paul, MN | kefirstyear@stkate.edu | 123 456 7890

EDUCATION

St. Catherine University, St. Paul, MN Anticipated Graduation: May 2026
Bachelor of Arts in Communication Studies, minor in Spanish

Century College, St. Paul, MN September 2021-May 2022
Some Coursework, PSEO Program GPA: 3.4

WORK EXPERIENCE

Patina October 2020-Present
Sales Associate St. Paul, MN

- Designed and implemented new organizational system for merchandise, resulting in a 15% increase in monthly sales
- Educated patrons on how to locate merchandise, assisting with decision-making using knowledge of the organization
- Train new employees on store procedures and customer service

Camp Minnehaha Summer 2019
Overnight Camp Counselor Brainerd, MN

- Mentored 15 teenage girls during a month-long program by establishing rapport and focusing on team-building projects
- Planned and led activities for 100+ seventh and eighth grade campers
- Organized and coached intra-camp athletic leagues

Private Families June 2016-August 2021
Babysitter Minneapolis, MN

- Established relationships with three children between the ages of two and twelve
- Communicated with parents to understand needs and inform of behavior
- Planned and organized fun and educational activities, catered to the developmental level of each child

LEADERSHIP & VOLUNTEER EXPERIENCE

Lambda Sigma Service Sorority, St. Catherine University September 2022- Present

Section Leader, St. Paul High School Choir September 2019 - June 2022

National Honor Society, St. Paul High School September 2018 - June 2022

SKILLS

Computer: Microsoft Office Suite, Google Suite, Adobe Photoshop

Language: Spanish (native), American Sign Language (ASL) (proficient)

Katie LiberalArts

She/her/hers | www.linkedin.com/katieliberalarts | klarts@stkate.edu | 651-123-4567

Education

St. Catherine University, St. Paul, MN

Graduation: May 2024

Bachelor of Arts in Studio Art

GPA 3.8

- College for Women Student Senate, Representative September 2021 – Present

Relevant Experience

Graphic Editor

May 2020 – Present

The Wheel– St. Catherine University, St. Paul, MN

- Designed unique page layouts to fit articles, photos, and advertisements for print, online, and mobile platforms
- Trained and supervised two students on the graphic design team

Graphic Design Intern

January 2021 – July 2021

Guthrie Theater, Minneapolis, MN

- Designed yearly theater season advertisement for Twin Cities' newspapers
- Created layout for three playbills using Procreate and Adobe Suite
- Contributed designs for website's volunteer and donation's pages
- Collaborated with various departments to develop a brochure for the education department's fall class offerings

Skills & Proficiencies

Social Media Platforms: LinkedIn, Facebook, Twitter, Instagram, TikTok, Snapchat, YouTube

Software: Adobe Suite, Gravit, InDesign, Procreate, Canva

Additional Experience

Retail Assistant

February 2019 – Present

Reggie's Reuse, St. Paul, MN

- Created trendy banner slogans advertising sales and newest inventory
- Managed social media pages, adhering to the company's branding guidelines
- Communicated effectively with diverse client population
- Assisted customers with selection of clothing and household items using extensive knowledge of company's products

Camp Counselor

Summers, 2018 – 2022

Camp Minnehaha, Brainerd, MN

- Provided direct instruction on creative projects to 50 campers of various age groups (ages 6-17)

K. CALEB TEACHER | (HE/HIM) | KETEACHER@STKATE.EDU | (123) 456-7890

EDUCATION

St. Catherine University, St. Paul, MN

Expected Graduation: May 2023

Bachelor of Arts

GPA: Overall 3.8; Major 4.0

Majors: Secondary Education, English; *Minor:* Music

Honors/Activities: Academic Dean's List (6 semesters); PRIDE Group Member; Pi Lambda Theta National Honor Society Member; Mu Phi Epsilon Music Fraternity Member; Mu Phi Patron Award Recipient; SCU/UST Concert Band Member

LICENSURE

Minnesota Secondary Education Licensure (Communication Arts/Literature)

CPR Certification – American Red Cross, *expires July 2028*

TEACHING EXPERIENCE

Student Teacher, Highland Park Junior High School, St. Paul, MN

Spring 2022

- Instructed 9th grade English classes, emphasizing developing writing skills
- Developed special units on memoirs, science fiction, environmental fiction, and sequels
- Tutored three students individually outside of classes, catering instruction to individual needs
- Formulated specialized instructional materials for ESL students
- Assisted students in self-publishing a magazine of creative fiction, which was distributed to entire 9th grade class

Teaching Assistant, South High School, Minneapolis, MN

January 2022

- Assisted in 12th grade English/Social Studies Partnership classrooms
- Developed and taught unit on marginalized historical narratives in U.S. history
- Planned and supervised field trip to Minnesota Historical Society for 60+ students

Student Teacher, Central High School, St. Paul, MN

Fall 2021

- Instructed three 11th grade Advanced (AP) English classes
- Focused on introducing students to world literature in translation
- Designed cultural units to accompany each type of literature in order to increase the students' cultural awareness
- Integrated content on techniques for writing research papers as a way to prepare students for college applications

COACHING EXPERIENCE

Assistant Coach, Highland Park Junior High School, St. Paul, MN

Winter 2020

- Assisted coaching staff for 7th and 8th grade girls' basketball team
- Discontinued due to COVID-19 pandemic

Tennis Coach, Johnson High School, St. Paul, MN

Spring 2018

- Developed and led weekend training sessions and clinics wishing to improve technique
- Created training schedule, and assisted players individually

KATIE SCIENCE

kescience@stkate.edu (000) 000-0000

www.linkedin.com/katiescience

OBJECTIVE To utilize my expertise in biology and sustainability and laboratory-based research in a Land Reclamation Specialist position for the State of Minnesota.

EDUCATION

06/2022

St. Catherine University, St. Paul, MN

Bachelor of Science in Biology and Chemistry

Minor: *Sustainability Studies*; GPA: 3.8/4.0

Relevant Coursework: Histology, Advanced Genetics, Environmental Biology, Design Thinking, Global Sourcing

RESEARCH EXPERIENCE

09/2021-05/2022

Lead Researcher, *St. Catherine University*, St. Paul, MN

Topic: Structure of bacterial lipopolysaccharides

09/2021-05/2022

Student Researcher, *St. Catherine University*, St. Paul, MN

Topic: Genetics of rheumatoid arthritis

09/2020-05/2021

Student Research Assistant, *St. Catherine University*, St. Paul, MN

Topic: Exploring the structural distribution of genetic variation in SARS-CoV-2

WORK EXPERIENCE

06/2021-06/2022

Teaching Assistant (TA), *St. Catherine University*, St. Paul, MN

Course: Cell Biology Lab and Genetics Lab

- Prepared equipment and supplies for lab instruction based on class needs
- Educated students on difficult content in one-on-one office hours
- Assisted class of 30+ students in troubleshooting lab problems

06/2021

Orientation Leader, *St. Catherine University*, St. Paul, MN

- Oriented new students to the university, its policies and activities through engaging activities in full-day orientation
- Facilitated small group discussions throughout semester-long orientation program, helping students adjust to on-campus living and learning

06/2020-Present

Student Ambassador, *St. Catherine University*, St. Paul, MN

- Represented university to prospective students through conducting campus tours
- Promoted campus-wide initiatives while conveying information tailored to prospective students' interests

RESEARCH SKILLS

Lab Equipment: PH Meter, Spectrophotometer, Calorimeter

Techniques: Brightfield Microscopy, Staining and Culture of Microorganisms, Polyacrylamide Gel Electrophoresis, Fluorescence Microscopy, Agarose Gel Electrophoresis, Aseptic Technique, Column Chromatography, Centrifugation, Cultivation and Manipulation of Fruit Flies, Bacterial Transformation

Katie Veteran

St. Paul, MN | [linkedin.com/in/katieveteran](https://www.linkedin.com/in/katieveteran) | keveteran@stkate.edu | (000) 000-0000

PROFILE

Team-oriented former Air National Guard Member eager to leverage leadership experience and understanding of counseling techniques in a Direct Support Professional role at Fraser.

EDUCATION

Saint Catherine University

Saint Paul, MN

Bachelor of Arts Degree in Psychology

Anticipated Graduation: May 2024

Relevant Coursework: Understanding Psychological Disorders; Lifespan Development; Counseling Skills; Professional Writing; Communicating Across Cultures, Identities and Differences

RELEVANT EXPERIENCE

Security Specialist

June 2020 - September 2022

U.S. Air National Guard

- Led fellow officers in performing complicated and dangerous tasks while maintaining a strong sense of group cohesion by using direct language and positive reinforcement
- Handled multiple emergency situations on base with a calm and efficient demeanor, focusing on ensuring the safety of civilians and fellow officers
- Developed rapport with colleagues to establish trust amongst the cohort
- Designed and led team-building exercises for up to 50 fellow officers during yearly training sessions

Volunteer

June 2020 - Present

Habitat for Humanity- Women Build

St. Paul, MN

- Assisted in the construction of 15 new homes and the renovation of 10 homes for families in need
- Resolved interpersonal conflicts on sites to maintain a safe and productive work environment
- Enhanced team efficiency by encouraging open communication on the worksites
- Adhered to all safety codes and regulations in high-stakes projects

Warehouse Package Handler

March 2018 - May 2020

FedEx

St. Paul, MN

- Managed the delivery of multiple truckloads of shipment contents daily, focusing on accuracy in delivery and efficiency of service
 - Relayed relevant information to supervisors, co-workers, and subordinates with a professional demeanor
-

AWARDS

Dean's List | *St. Catherine University*

4 Semesters

Bravery Award | *U.S. Air National Guard*

September 2021

Katie P. Therapy, DPT

St Paul, MN | 651 333 0000 | katieptherapy@stkate.edu

Profile

Physical therapy specialist with 4+ years experience, well-versed in a broad range of programming, treatments and modalities for restoring function and mitigating disability for patients of all ages.

Education

Doctor of Physical Therapy May 2022

St. Catherine University, St. Paul, MN

Dissertation Thesis Topic: The role and effectiveness of microwave diathermy in patient recovery

Bachelor of Science, *summa cum laude* May 2015

St. Catherine University, St. Paul, MN

Major in Exercise and Sport Science

Study Abroad: Critical Hmong Studies - Immigrant & Refugee Studies in Thailand

Associate of Arts May 2010

Bethany Lutheran College, Mankato, MN

Major in Health Communication

Licenses & Certifications

Licensed Physical Therapist, MN State Board of Physical Therapy, 0000 May 2022

Licensed Physical Therapy Assistant, MN State Board of Physical Therapy, 0000 May 2015

CPR/First Aid Certification, American Red Cross, 000 December 2012 - Present

Clinical Experience

Methodist Hospital Dept. of Physical Therapy, St. Louis Park, MN March 2021-May 2022

- Examined patients to assess mobility, strength, communication, and cognition
- Utilized hydrotherapy and microwave diathermy to enhance patient rehabilitation
- Consulted in multidisciplinary rounds in the rehabilitation clinic

Park Nicollet Clinic Rehab Services, Maple Grove, MN January 2021- March 2021

- Provided intervention to patients with a variety of orthopedic diagnoses
- Presented in-service to peers on various running topics and related injuries
- Became proficient with Lastword and Shorthand documentation systems

University of North Dakota Pro-Bono Clinic, Grand Forks, ND October 2020 - December 2020

- Coordinated the care of patients during a surge of cases during SARS-CoV-2 pandemic
- Assessed characteristics of patients' pain such as intensity, location, or duration using standardized clinical measures

Institute for Athletic Medicine, Plymouth, MN August 2020 - October 2020

- Developed comprehensive plans for immediate and long-term rehabilitation utilizing patient's strengths and community supports
- Documented examination results, treatment plans, and patients' outcomes using Epic

St. Cloud Hospital Department of Physical Therapy, St. Cloud, MN June 2020 - August 2020

- Delivered quality patient care to a diverse population, including Pediatric, ICU, and Cardiac Rehab units
- Prepared and presented in-service to peers on the Fugl-Meyer assessment

Katie P. Therapy, DPT

Professional Affiliations

American Physical Therapy Association Member August 2015 - Present
American Academy of Physical Therapy August 2015 - Present
American Congress of Rehabilitation Medicine August 2015 - Present

Clinical Skills/Specialties

Medical Software: Clinicient Insight; MEDITECH software, ReDoc Suit, MediGraph, Cedaron
Clinical Skills: HIPAA Compliance, Diagnosis, Prognosis, Plan-of-Care Design
Specialties: Orthopedic, Oncology, Geriatric

Employment History

Loon State Physical Therapy Minneapolis, MN
Physical Therapy Assistant November 2018 - December 2021
Assisted patients and residents with therapy activities and exercises scheduled in a treatment plan to improve their quality of life and ability to perform daily activities

Pediatrics Physical Therapy Eagan, MN
Admin Assistant June 2015 - August 2018
Coordinated appointments and meetings between multiple calendars; interacted with patients, residents, family members, and staff

Veterans of Foreign War St. Paul, MN
Volunteer Summers of 2012 - 2015
Coached summer baseball for 15-16 year old boys, organized schedule, coordinated bus rides, scheduled umpires, maintained field, organized and hosted 2014 central Minnesota VFW district tournament

Green Mill Restaurant St. Paul, MN
Front of House Manager June 2009 - March 2012
Energized and lead a diverse work group while coordinating the hiring, scheduling, and associate development and training for the highest-volume location in the state
Server January 2009 - June 2009
Provide quality customer service through waiting tables; train in new servers; promoted due to stellar customer service and organizational skills

Katie A. Nurse

St. Paul, MN | 651 333 0000 | kenurse@stkate.edu

Education

St. Catherine University, St. Paul, MN

Anticipated Graduation: May 2023

Bachelor of Arts, Public Health, Minor in Spanish

GPA: 3.8

International Experience

Council on International Educational Exchange

January 2022

Paris Collage: History, Culture and Architecture, France

Study Abroad- St. Catherine University

January 2021

Global Search for Justice, Guatemala

License & Certifications

- **Registered Nurse (RN) – Minnesota, expected June 2023**
- Public Health Nurse (PHN) – upon graduation March 2021
- Nationally Registered Emergency Medical Technician (NREMT) – Expires 3/21/25, #E3207075
- Minnesota Emergency Medical Technician from EMSRB (EMT) – Expires 3/21/25, #985467
- Basic Life Support (BLS), American Heart Association – Expires January 2023, #215508397159

Clinical Experience, 620 Hours

Mayo Clinic Health System—*Leadership Rotation, Emergency Dept, Spring 2022 (240 hours)*

Mercy Home Health System—*Community Rotation, Fall 2021 (140 hours)*

HealthPartners Como Clinic—*Psychiatric Rotation, Fall 2021 (60 hours)*

Abria Pregnancy Resources—*Obstetrics Rotation, Spring 2021 (60 hours)*

Mayo Clinic Health System—*Medical-Surgical Rotation, Fall 2020 (60 hours)*

Gillette Children's Hospital—*Pediatric Rotation, Fall 2020 (60 hours)*

Relevant Experience

Health and Hunger Intern, Second Harvest Heartland, Maplewood, MN

June 2021-Present

- Respond to over 60+ inquiry calls per day in a friendly and professional manner
- Prescreen referred patients for food programs and connect them to application assistance
- Work with the Outreach Specialist to maximize client caseload and timely follow-up

Desk Receptionist, Children's Hospital, St. Paul, MN

June 2021-December 2021

- Coordinate schedules of 4 doctors in the Orthopedics department to maximize efficiency
- Reorganized waiting room space to increase accessibility for folks in wheelchairs
- Communicate effectively with a diverse client population

Peer Career Assistant, St. Catherine University, St. Paul, MN

September 2020-Present

- Codified manual for use in future student hiring and training in the department
- Develop rapport with students in a one-on-one appointment setting, instructing them on resume, cover letter, and LinkedIn account preparation
- Managed tables in residence halls and answer questions related to career development

Professional Associations

American Nurses Association Member

August 2021-Present

National Student Nurses Association Member

August 2021-Present

Katie B. Nurse

(They/Them/Theirs) | [linkedin.com/in/katiebnurse](https://www.linkedin.com/in/katiebnurse)
kbnurse000@stkate.edu | (000) 000-0000

EDUCATION

Saint Catherine University Saint Paul, MN
Bachelor of Arts Degree in Nursing (BSN) Anticipated Graduation: May 2024
Honors: Dean's List, Nursing Scholarship, Rotary Scholarship (2020)

LICENSURE & CERTIFICATIONS

Registered Nurse - Minnesota, #RN00101, Expires March 14, 2029
Basic Life Support (BLS), American Heart Association, Expires December, 2026
Certified Nursing Assistant Expires May, 2026

CLINICAL EXPERIENCE

Maternity Unit (100 hours) January 2022 - February 2022
Fairview Riverside Hospital Minneapolis, MN

- Observed, recorded, and reported symptoms or changes in 10 expecting mothers
- Monitored fetal development by listening to fetal heartbeat, taking external uterine measurements, identifying fetal position, and estimating fetal size and weight

Medical - Surgical (150 hours) October - December 2021
V.A Hospital Minneapolis, MN

- Inspected, cared for and changed dressings of large and deep wounds
- Provided care and communicated effectively with depressed and isolated patients

Pediatrics (50 hours) September - October 2021
University of Minnesota Hospital Minneapolis, MN

- Observed and assisted with intake and assessments of infants and children
- Performed physical examinations of patients between the ages of 6 to 18, providing quality care while developing rapport and ensuring client comfort

Rehabilitation (50 hours) March - April 2021
Hennepin County Medical Center Minneapolis, MN

- Developed a treatment plan for STM loss patient using memory books and visual aids
- Assisted with removal of 14 sutures from a severe head trauma patient
- Collaborated with patients and families to ensure that treatment plans were accessible outside of the hospital

WORK EXPERIENCE

Certified Nursing Assistant (CNA) June 2019 - Present
United Hospital St. Paul, MN

- Direct the care of 25 residential patients in a timely and efficient manner
- Establish a caring and trusting relationship with patients to increase treatment compliance

Sales Associate | *Herbergers* | St. Paul, MN November 2018 - May 2019

ACTIVITIES

Member | *Lambda Sigma Service Sorority* September 2020 - Present
Surgical and Maternity Volunteer | *Ramsey Medical Center* September 2020 - Present

Katie Marketing

651-232-4435, mktgt@gmail.com
www.linkedin.com/in/kmarketing
Portfolio: www.katiesalesportfolio.com

EDUCATION

Bachelor of Science in Marketing and Management

St. Catherine University

GPA: 4.0

May 2023

St. Paul, MN

Study Abroad Experience

Shanghai University of Finance and Economics

Fall 2021

Shanghai, China

- Enhanced understanding of business relations between US and China through international business class
- Studied business management in Chinese companies through rigorous coursework and job shadowing
- Conducted informational interviews with business professionals, including Director of Best Buy's Shanghai division

RELEVANT EXPERIENCE

Marketing Intern

Minnco

Spring 2022

Rochester, MN

- Contributed research and ideas towards creation and development of the 2021 Trade Show booth
- Coordinated Trade Show schedule, and accompanied sales team to local events
- Created marketing content for press releases, flyers, website, social media, and company newsletter
- Reviewed websites for comparison purposes, and recommended and implemented updates to Minnco's website
- Researched customer preferences through online surveys, compiled data and presented report to sales and marketing staffs

Marketing Intern

Acme Business Solutions

Fall 2020

Austin, MN

- Worked collaboratively with marketing team to analyze client businesses in order to determine marketing issues
- Developed website and content recommendations and co-presented them to marketing director
- Interacted with sales staff, research suppliers, and advertising agencies to carry out marketing campaigns

SKILLS

Data Management & Analytics: Google Ads, Google Analytics, SEO, SEM

Software: Salesforce, Apache Hive, Dropbox, Adobe Systems, Jamboard, Microsoft Suites, Google Suites

Social Media Platforms: Twitter, Facebook, LinkedIn, TikTok, Instagram

ADDITIONAL EXPERIENCE

Shift Lead *Caribou Coffee*, St. Paul, MN

February 2020 - Present

Team Member *Caribou Coffee*, St. Paul, MN

October 2018 - February 2020

KATIE ECONOMICS

www.linkedin.com/katieeconomics | Minneapolis, MN 55421 | (987) 654-3211 | keeeconomics000@stkate.edu

PROFILE

Results-focused economics major looking to utilize extensive understanding of economic theory and application to financial consulting in a Workday Financials Consultant position at Deloitte.

EDUCATION

St. Catherine University, St. Paul, MN Expected Graduation: May 2023
Bachelor of Science in Financial Economics GPA: 3.6
Study Abroad: Global Search for Justice: Women and Work in India, January 2022

RELEVANT EXPERIENCE

Wells Fargo May 2021 - Present
Financial Consultant Intern St. Paul, MN

- Manage a caseload of 35 investment accounts for the company, more than any previous intern for the company
- Perform analysis of current and potential client's investment portfolios
- Established a thoroughly-researched investment portfolio for a company, resulting in a 75% increase in profit margins for the client
- Implement recommendations, performed account maintenance and reallocated accounts
- Complete and submitted investment paperwork with a high degree of accuracy

U.S. Bank May 2019 - Present
Bank Teller Northeast Minneapolis, MN

- Assisted managers in reviewing proof works for any erroneous and omitted information prior to be entered into the image data storage system
- Enhanced the protocol for front-desk customer service relations, resulting in a 30% increase in customer-satisfaction ratings on yearly survey

SKILLS

Accounting Software: Information Technology Incorporated Premier Teller; Sage 50 Accounting, Intuit QuickBooks, Xero, Wave, FreshBooks,

Accountant Skills: Cash Flow Analysis, Income Tax Planning, Revenue Forecasting, Payroll Management

LEADERSHIP & CAMPUS ACTIVITIES

Economics Club, Executive Board September 2019 - Present

- Create programming and collaborate with other clubs and student affairs departments
- Planned five networking events with investment and securities companies, banks, and insurance organizations during the fall semester

Katies Entrepreneurship Organization, Member September 2019 - Present

First Generation Scholars League, Member September 2019 - Present

PROFESSIONAL DEVELOPMENT

The Federal Reserve System, A Forum for Minorities in Banking, St. Louis, MI September 2021

KPMG, Discover Summer Leadership Program, Minneapolis, MN July 2020