

Sample Alumni

5054 Elm Street • St. Louis, Missouri 63417 • (573) 555-5555 • tiger@gmail.com

SUMMARY OF QUALIFICATIONS

- Aided in taking projects from concept to inception, including all themes and designs for all printed materials, advertising mediums, and overall marketing strategies
- Developed marketing plans and identified marketing targets based on current market analysis
- Organized and executed events ranging in size from 10 to 12,000 attendees
- Served as a public relations and media liaison for Columbia area publications and media outlets
- Supervised 25 full-time and part-time staff members as well as staff teams of over 20

MARKETING EXPERIENCE

GD Personal Services, St. Louis, Missouri

Marketing, Media, and Publications Manager , April 20__ -Present

- Developed and implemented all marketing strategies and identified targets for all activities including new programs, employment fairs, and recruitment events
- Created all advertising campaigns targeted toward local, national, and international employers
- Provided copywriting, editing, and design consultation of all company marketing communications and publications including print advertisements, brochures, and newsletters
- Handled all media requests, wrote and submitted press releases and served as a liaison between the organization and all local and national media
- Responsible for a \$500,000 budget
- Supervised one full-time assistant, one part-time assistant, 25 departmental staff, and 4 graphic designers

Anderson Murphy, Inc, Columbia, Missouri

Marketing Assistant, February 20__ -April 20__

- Supported the Marketing Manager in the coordination of company sponsored events including table assignments, creating and assembling nametags, signage, and other promotional material
- Assisted in the design of company marketing including flyers, publications, and web page
- Provided customer service and support to employer clients including event and billing inquiries
- Maintained revenue collection database, generated and distributed invoices

The Groundskeeper, Columbia, Missouri

Sales and Marketing Process Coordinator , June 20__ -January 20__

- Organized and managed various marketing work teams, orientations, and planning sessions
- Trained work session participants on marketing fundamentals, including outside marketing analysis
- Created and implemented a multi-level strategic sales plan, which identified target markets and sales goals

EDUCATION

Bachelor of Arts in Communication, May 20__
University of Missouri

Columbia, Missouri
Magna Cum Laude Graduate

SKILLS AND PROGRAMS

Web and Web Design Programs: Adobe InDesign, Photoshop, Illustrator, Acrobat, and Microsoft Publisher, FrontPage, Visual Interdev 6.0, and HTML

PROFESSIONAL AFFILIATIONS

Promotions Marketing Association of America
Public Relations Society of America

SAMPLE ALUMNI

123 Mizzou Way • Columbia, Missouri 65201 • (573) 555-1999 • tiger@gmail.com
www.linkedin.com/in/profile/mizzoualumni

SUMMARY

Driven and determined leader with excellent preparatory research, clinical, and volunteer experience for a future with a thriving and dynamic career in the psychology field.

PROFESSIONAL EXPERIENCE

Research Assistant, Dr. Emmett Brown Research Group, ABC Laboratory, Columbia, Missouri January 20__ - Present

- Focused on experimental 2D material synthesis and applications of chemical vapor deposition of carbons such as graphene
- Worked with an L-edit lithography mask design software tool
- Constructed a photolithography system which involved drafting and modifying designs of parts in SolidWorks, then machining parts in Mizzou's machine shop
- Collaborated with 6-person team to coordinate project goals, generate ideas, delegate responsibilities, and analyze data
- Presented at NASA Missouri Space Consortium Conference, Missouri University of Science and Technology

Youth Specialist, Youth Connection, Columbia, Missouri May 20__ - Present

- Administered individual intake assessments for at-risk youth admitted into program to obtain information about background, interests, goals, and personality
- Directed recreational activities for groups of 10-12 children, ages 8-15, to enhance teamwork skills and confidence in participants
- Planned, implemented, and supervised monthly educational field trips to local and regional locations
- Participated in more than 50 hours of training in mentorship, counseling, and child development

Clerical Assistant, Daniel Boone Public Library, Columbia, Missouri August 20__ - May 20__

- Marked books and placed date due slips and bar codes into books to ensure accurate reporting
- Referenced accession numbers for bar codes and performed minor book repairs
- Discharged books into the MERLIN library system
- Packed books in an organized fashion to be shipped to the Bindery

Office Assistant, Rainbow Camp, Springfield, Missouri May 20__ - August 20__

- Promoted Rainbow Camp's motto to campers' parents and the surrounding community through verbal interactions, social media, website and newsletter content
- Recommended lodging accommodations in Springfield, Missouri to campers' parents to ensure a pleasant stay
- Sorted more than 1,000 pieces of mail daily and efficiently distributed mail to campers
- Sold camp clothing, accessories, and toiletry items to increase revenue for the camp
- Answered phone and email, and communicated messages to leadership staff and campers

VOLUNTEER EXPERIENCE

Camp Erin - Bereavement Camp for Kids, Cincinnati, Ohio June 20__

- Counseled and led 12 young girls, ages 12-13, who had lost a significant family figure
- Planned events for the girls to have fun, work together, talk about their emotions, and learn positively
- Demonstrated an enthusiastic attitude in order to instill hope in the children, while also providing clear and direct communication

EDUCATION

Bachelor of Arts in Psychology
University of Missouri
Minor: Sociology

December 20__
Columbia, Missouri

SAMPLE ALUMNI

samplealum@gmail.com (555) 555-5555 www.linkedin.com/in/samplealum

ENGINEERING EXPERIENCE

Mechanical Engineer

STL Engineering, LLC

St. Louis, Missouri

August 20__ – May 20__

- Planned and executed blueprints and technical drawings for high-capacity HVAC systems, increasing industrial output by 5%
- Collaborated with team of 8 to design, build, and install various HVAC systems used mainly in medium to large industrial food manufacturing locations
- Coordinated between design and production teams to confirm design, process, and ensure end product meets client specifications and state/national compliance standards
- Increased scheduled projects by 10% and increased production efficiency by 12% by suggesting software upgrades and rearranging team structure to maximize workflow
- Strictly adhered to OSHA safety guidelines in all areas

Hardware and Software Implementation Intern

The Drone Company

Columbia, Missouri

May 20__ – September 20__

- Implemented digital ultrasonic, temperature and pressure sensors on an experimental autonomous drone designed to track wildlife movements
- Installed accelerometers, adjusted gyros, and utilized necessary algorithms to launch, control and land drones autonomously
- Diagnosed issues with drone hardware and software development during trials, and presented findings to 8-person engineering staff
- Developed Linear Quadratic Regulator and PID systems for drone simulation and control

RESEARCH EXPERIENCE

Student Research Assistant

Dr. John Smith, Professor and Department Chair

Columbia, Missouri

May 20__ - present

Mechanical & Aerospace Engineering Department, University of Missouri

- Focused on experimental 2D material synthesis and applications of chemical vapor deposition of carbons such as graphene, funded by \$150,000 NASA grant
- Worked with an L-edit lithography mask design software tool after receiving extensive training
- Constructed a photolithography system, which involved drafting and modifying designs of parts in SolidWorks, then machining parts in the Engineering Department Machine Shop
- Collaborated with 6-person lab team to coordinate project goals, generate ideas, delegate responsibilities, and analyze data
- Led subgroup focused on design and prototype construction, arranged tasks to maximize efficiency, clearly explained project steps to mentor and team, and delegated tasks to team as needed
- Presented at NASA Missouri Space Consortium Conference, Missouri University of Science and Technology, where team engaged audience, fielded questions, and followed up with interested investors

EDUCATION

Bachelor of Science in Mechanical Engineering

Minor: Aerospace Engineering

University of Missouri

May 20__

Columbia, Missouri

TECHNICAL SKILLS

- Linux, C++, Matlab, Simulink, Mathematica, VBA, Bluebeam, AutoCAD, REVIT, EPANET, Java, Python, Flash
- PSpice, Electronic Workbench, Verilog, Solidworks
- Flux Capacitor Initiation