

Your Name

103 Lerner Drive, Newark, DE 19716
302-555-5555, student@udel.edu

EDUCATION

University of Delaware, Newark, DE	May 20XX
Bachelor of Science, Hotel, Restaurant, and Institutional Management	
<ul style="list-style-type: none">GPA: 3.74/ 4.0Dean's List	Fall 20XX-Present
Study Abroad, Australia, New Zealand	January 20XX
<ul style="list-style-type: none">Studied management of hospitality operations and tourism "Down Under"Learned about the management of cruise ships, meetings and conventions, and food and beverage pairings while being immersed in a new and diverse cultureDeveloped a hotel market and financial feasibility study.	

COURSE RELATED EXPERIENCE

Restaurant Practicum, Vita Nova, Newark, DE	August 20XX-Present
<ul style="list-style-type: none">Obtained 306 hours food service experience in a 60-seat fine dining student operated restaurant,Prepared quantity foods and served a gourmet lunch buffetRotated through 17 positions in the front and back of the house from dishwasher to managerPrepared and served a la carte dinners using French, Russian and American service styles	
Hotel Practicum, Marriott Courtyard Newark at the University of Delaware, Newark, DE	August 20XX-December 20XX
<ul style="list-style-type: none">Obtained over 140 hours of hotel experience in key positions including manager on duty, administrative, front desk, night audit, revenue management, conference services, engineering, sales and marketing, accounting, housekeeping and food and beverage	

WORK EXPERIENCE

Event Planning Assistant Manager, Biz Bash, New York, NY	May 20XX-Present
<ul style="list-style-type: none">Managed and coordinated programs for BizBash Elevate in Washington, DCAttended weekly planning meetings with management and clientsResponsible for publicizing event, materials for event, exhibitor's info, contracts and insurances	
Front Office Intern, Hyatt Regency Inner Harbor, Baltimore, MD	July 20XX-August 20XX
<ul style="list-style-type: none">Worked within all front office departments including front desk, porter, night audit and PBXDelivered personalized attention/service to all guests to ensure an extraordinary experience	
Event Intern, Honey's Harvest Market and Deli, Rose Haven, MD	May 20XX-August 20XX
<ul style="list-style-type: none">Responsible for all special event catering ordersPrepared sandwiches, green salads, side dishes, and prepped vegetables	
Server, Sapphire Restaurant, Prince Frederick, MD	May 20XX-August 20XX
<ul style="list-style-type: none">Served guests food and beverages in a fine dining environmentPerformed side work and sanitation duties	

ACTIVITIES/ACHIEVEMENTS

Hospitality Club, Member	February 20XX-Present
<ul style="list-style-type: none">Vice President<ul style="list-style-type: none">Organize and manage a university festival with over 5,000 in attendanceManage 6 committeesPlan luncheon for up to 130 peopleFundraising Committee Chair	January 20XX-Present
<ul style="list-style-type: none">Manage a committee in charge of the silent auction	September 20XX-Present
Eta Sigma Delta Hospitality Honors Society, Member	September 20XX-Present
Vita Nova Baker's Dozen Club, Secretary	September 20XX-May 20XX

Certifications: Certification in Hotel Industry Analytics, Cvent University Certification, Court of Master Sommelier Introductory Sommelier Course & Exam Certification, National Restaurant Association ServSafe Certification, Delaware Alcoholic Beverage Control Commission Certification.

Your Name

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EDUCATION

University of Delaware, Newark, DE 150 Credit Hours – May 20XX
Bachelor of Science: Accounting
Minor: International Business Studies
Overall GPA: 3.86 **Major GPA:** 3.96

CIEE Study Abroad, Seville, Spain & Rabat, Morocco January 20XX
International Business Culture

RELEVANT EXPERIENCE

Tax Intern, PricewaterhouseCoopers, LLP, Boston, MA June 20XX-August 20XX

- Worked specifically in the TPDG group in the tax department, aiding in qualifying 10 companies for the Research and Development Tax Credit under Internal Revenue Code Section 41
- Shadowed and worked directly with managers and associates, as well as participated on 20 client visits
- Participated as an intern in the selective program, Project Belize, which sends PwC professionals to Belize City to work with over 200 young students in an effort to support youth development through education, primarily financial literacy

Accounting Intern, FirstBest Systems, Inc., Bedford, MA June 20XX-August 20XX

- Aided with Accounts Payable, data entry, expense reporting, and time sheets of more than 30 accounts
- Implementation and data transfer to a new software system, OpenAir
- Assisted in reconciliations and revenue recognition projects determined by CFO

Pathway's Program Participant, McGladrey, Boston, MA June 20XX

- Three-day leadership program with networking, community service and one-on-one with professionals
- Opportunity to engage with associates, managers, partners etc. and build relationships

Elevate Leadership Program Participant, PricewaterhouseCoopers, LLP, Boston, MA May 20XX

- Selective program for high-achieving college students to discover leadership abilities
- Participated in team building exercises, networking activities, and community service

ADDITIONAL EXPERIENCE

Proctor, Accounting & MIS Department, University of Delaware, Newark, DE February 20XX-Present

- Administer and oversee exams for Accounting and MIS courses
- Communicate with professors in department to determine exam schedules

Office Assistant, Graduate Programs and Career Service Center, University of Delaware, Newark, DE January 20XX-Present

- Greeting and assisting graduate students, answering phone calls and maintaining receptionist area
- Offer resume critique for undergraduate business students and basic career advising
- Aid with events for Career Services and Graduate Programs

Assembler, Inspeed, Sudbury, MA July 20XX-August 20XX

- Assembled wind speed anemometers
- Kept track of online orders, packaging, and postal services, entering data, filing, and copying of orders and invoices

SIGNIFICANT ACCOMPLISHMENTS

- Dean's List Fall 20XX-Present
- Gore Entrepreneurial Scholarship recipient
- 2014 Atkinson Scholarship (awarded to 15 students/year based on academic & community service accomplishments)
- 2014 Hobey Baker School Character Award (awarded based on strength of character, skills, and sportsmanship)

ACTIVITIES/SKILLS

- Member, Accounting Students Association and Women in Business September 20XX-Present
- Cradles for Crayons Volunteer (Seasonal) June 20XX-August 20XX
- Proficient in Microsoft Office - Excel, Access, Word and PowerPoint
- Basic knowledge of HTML, Dreamweaver, Photoshop
- Proficient in Quickbooks, NetSuite OpenA

Your Name

103 Main Street, Cherry Hill, NJ 08113
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linkedin.com/in/yourname

EDUCATION:

University of Delaware
Bachelor of Science, Marketing
GPA: 3.21

Newark, DE
May 20XX

PROFESSIONAL EXPERIENCE:

TDM Pharmaceutical Research, LLC. – Contract Research Organization

Newark, DE

Business Development & Administrative Intern

June 20XX-August 20XX

- Supported contract research laboratory in quality control as well as production, proofreading, and editing of method development and sample analysis reports
- Assisted in various administrative tasks including invoicing, project administration, and regulatory submission
- Performed business development initiatives including finding potential clients as well as website redesign planning including layout and copy writing

Baum's Dancewear, Inc.

Philadelphia, PA

Business Development & Marketing Associate

June 20XX-August 20XX

- Collaborate in seasonal merchandise selection and buying processes
- Contribute to photo shoot productions and perform layout and all copy writing for bi-annual catalogs distributed to approximately 20,000 customers as well as website presentations of seasonal merchandise
- Assisted in development of new e-commerce website design and currently manage website maintenance: baumsdancewear.com

Hillel of Greater Philadelphia – Nonprofit at University of Pennsylvania

Philadelphia, PA

Summer Intern

June 20XX-August 20XX

- Completed strategic planning initiative for improved operations for the incoming institutional director
- Executed fundraising research, which included developing promotional gift ideas as rewards for donations
- Updated DonorPerfect database of donors to promote efficiency by removing irrelevant entries

COMPUTER AND LANGUAGE SKILLS:

- Expert in Mac OS X, Microsoft Office: Word, PowerPoint, Excel, and Access, Adobe Creative Suite: Photoshop and Dreamweaver, Proficient in Bloomberg, Minitab, HTML, CSS, and JavaScript
- Intermediate knowledge of Spanish (reading, writing and speaking)

EXTRACURRICULAR ACTIVITIES:

Food & Culinary Club

Newark, DE

Vice President

May 20XX-Present

- Manage planning, marketing, and execution of club events for approximately 200 members

Club Treasurer and Co-Event Planner

May 20XX-May 20XX

- Oversaw a budget of \$800 and all financial activities including the club's checking account

Delta Sigma Pi - Professional Business Fraternity

Newark, DE

Member

February 20XX-Present

- Participate in professional development and community service activities

University of Delaware Club Soccer

Newark, DE

President

August 20XX-Present

- Design practice plans that simultaneously incorporate individual skill development into the overall team strategy
- Collaborate with 20 other university programs and referee associations to establish a regular and post season schedule
- Analyze the performance and mentality of potential members at semi-annual tryouts to fill the needs of the team without disrupting its cohesive nature

Your Name

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EDUCATION

University of Delaware, Newark, DE
Bachelor of Science, **Management Information Systems**
Minors in **Global Enterprise Technologies** and **International Business**
Professional Concentration in **Finance**
Cumulative GPA 3.23

May 20XX

SKILLS

Computer: Microsoft Office Windows, Word, Excel, PowerPoint, Access, Outlook, Lync, Visio, SharePoint, Java, SQL, Microsoft SQL Server, Windows Script Language, OneNote, HP Quality Center, HP ALM, Umbraco CMS, Logical Data Modeling, Entity Relationship Diagrams.

Communication: Proficient in reading and writing French.

EXPERIENCE

JPMorgan Chase & Co., Newark, DE

June 20XX – August 20XX

Business Systems Analyst Intern

- Assist various groups within the Corporate Technology sector to facilitate project management and process enhancements.
- Carry out user and performance test plans on the HR Next Generation Intranet Experience
- Import and maintain global data on the Umbraco Content Management System
- Lead a project to design a company-wide MOSS Intranet site
- Document and analyze data in order to define requirements and resolve issues

University of Delaware Office of Economic Innovation and Partnerships, Newark, DE

August 20XX – December 20XX

Technology Intern

- Worked with project managers to commercialize technological innovations
- Performed individual market research on invention disclosures
- Consulted with business partners to market technology
- Updated, maintained, and retrieved data from the Knowledge Management System
- Analyzed legal and business documents and presented findings to senior leadership

Exelon Corporation, Kennett Square, PA

June 20XX – August 20XX

IT Business Services Intern

- Led project to upgrade HP Quality Center to ALM Software
- Performed system administration functions for HP Quality Center and ALM
- Documented business processes using Microsoft OneNote and SharePoint
- Collaborated with a team of business systems analysts and project managers to create software test plans

ACTIVITIES

Delta Sigma Pi Professional Business Fraternity

September 20XX – Present

Co-President

- Reactivated collegiate chapter through a focused marketing campaign and recruitment that resulted in 30 new members
- Organize events designed to foster mutually beneficial relationships between members and employers

University of Delaware Association for Information Systems

September 20XX – Present

Secretary

- Write the agenda and minutes for each meeting to ensure accurate record keeping
- Maintain event schedule and up-to-date contact information for over 50 members, increasing event participation by over 25%

National Society of Leadership and Success

August 20XX – Present

Member

- Received Society State of Mind Award for creating a program that has raised more than \$20,000 for the Juvenile Diabetes Research Foundation

University of Delaware Marketing Club

August 20XX – Present

Website Administrator

- Responsible for monthly upkeep of RSO website with the purpose of identifying and removing irrelevant information
- Update information on the University of Delaware web page to ensure public access to club events and meetings

Your Name

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linkedin.com/in/yourname

EDUCATION

University of Delaware

Bachelor of Science in Management and Operations Management

Major GPA: 3.28

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

**Newark, DE
December 20XX**

BUSINESS EXPERIENCE

Citigroup

Infrastructure & Global Testing Operations Intern

**New Castle, DE
June 20XX – August 20XX**

- Assisted in the operations and project management of the User Acceptance Testing team that ensures user requirements have been met by the client and tested code is ready to move to production environments.
- Performed quality control and options validation that assisted in a successful customer data platform migration.
- Developed and document standard operating procedures for the Release Management team allowing individuals to monitor progress, manage timelines, and adhere to guidelines.
- Created template that compiled relevant information across multiple reports and served as a communication pathway amongst colleagues leading to more efficient teamwork.

Justice of the Peace Court

Operations Consultant Intern

**New Castle, DE
February 20XX – May 20XX**

- Developed and documented Six Sigma procedure for mailing system improvement project that decreased downtime and costs associated with returned mail.
- Defined returned-mail problems systematically and set parameters within data collection procedure in order to monitor changes and identify root causes.
- Assisted in team project meetings to develop process improvement strategies in collaboration with Court personnel.

Doherty Funeral Homes

Funeral Director Assistant

**Wilmington, DE
September 20XX – December 20XX**

- Assisted in the proper management of funeral services, viewings and burials.
- Supported families while overseeing logistics and ensuring tasks are carried out successfully.

Bethany Blues

Server, Assistant (Seasonal)

**Bethany Beach, DE
May 20XX – August 20XX**

- Opened and closed restaurant while collaborating with co-workers to ensure all duties were met.
- Provided top-quality service to customers, and assisted managers with training staff and delegating tasks to fellow employees.

LEADERSHIP EXPERIENCE

Kappa Sigma Fraternity

Social Chair (20XX-20XX) / Rush Chair (20XX-20XX)

**Newark, DE
November 20XX – Present**

- Coordinated social events between other Greek chapters, campus regulators, and third-party venues for the 20XX-20XX Academic Year as Social Chair.
- Planned rush events in accordance with campus rules and regulations for the 20XX-20XX Academic Year as Rush Chair.
- Raised over \$10,000 for the B+ Foundation as a UDance participant.
- Participated in Delaware Mud Run to raise over \$1,500 for Leukemia Research Foundation of Delaware.

RESIDENT STUDENT ASSOCIATION

Governor

- Advertised events on community FaceBook page which resulted in a 40% increase in student participation.
- Headed a complex-wide scavenger hunt which was awarded "Small Program of the Year" by Resident Student Association.
- Organized and publicized the 20XX Freshman Semi-Formal as Co-Chair.

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, SharePoint, Outlook, and Project.
- Proficient in HP Quality Center and Micro Focus Rumba.

YOUR NAME

MARKETING NINJA



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One South Main Street
Newark, DE 19716

WORK EXPERIENCE

DISNEY ABC TELEVISION GROUP, New York, NY

Sales Development & Marketing Intern May 20XX–Aug. 20XX

- Researched advertising spend to create executive summaries to aid the sales team in meeting with prospective clients
- Presented a summer intern television pitch project to 35+ of DATG's senior managers and executives
- Cleaned and restructured a CRM database consisting of over 6,000 records for DATG's 'All Access' mobile app
- Managed up-front pacing reports for the Business Analyst Team and the social rate card for the Digital Sales Team on a weekly basis

DIGITAL-INSIDER, Westfield, NJ

Social Media & Digital Marketing Intern Jan. 20XX–May 20XX

- Educated clients on the basics of their digital marketing solutions including SEO, SEM, digital display, social media, and retargeting
- Vetted various online data and media providers for agency's white label solutions
- Analyzed weekly and monthly clientele Google Analytic reports and formalized findings into case studies and performance reports

BOC Partners, Inc., Westfield, NJ

Content Marketing Intern May 20XX–Aug. 20XX

- Collaborated with agency's in-house art department from brainstorm stage through to finished creative used in campaigns & self-promotion
- Assisted management with the client prospecting process, including client research and drafting creative briefs, proposals & media plans
- Developed relevant content through Content Management System to increase agency and clients' organic position on search engines

EDUCATION

University of Delaware, Newark, DE

May 20XX

Alfred Lerner College of Business & Economics

Bachelor of Science in Marketing, Minor in Advertising
Major Cumulative GPA: 3.63

Study Abroad, Florence, Italy

Winter 20XX

International Finance and Management

TECHNICAL SKILLS

Adobe Photoshop	★	★	★	★	★
Adobe Illustrator	★	★	★	★	★
Adobe InDesign	★	★	★	★	★
Google Analytics	★	★	★	★	★
Microsoft Excel	★	★	★	★	★
Microsoft PowerPoint	★	★	★	★	★
Social Media	★	★	★	★	★
WordPress	★	★	★	★	★

PROFESSIONAL SKILLS



- TEAMWORK
- LEADERSHIP
- TIME MANAGEMENT
- CRITICAL THINKING
- COMMUNICATION

CAMPUS INVOLVEMENT

UDesignated, Newark, DE

Founder, Student Org. Against Drunk Driving Sept. 20XX–Present

Blue Hen Marketing Club, Newark, DE

Member April 20XX–Present

Make-A-Wish Foundation, Newark, DE

Head of Sponsorship Committee, Volunteer Feb. 20XX–Present

Chi Omega Fraternity, Newark, DE

*Rho Lambda Chapter
Sisterhood Committee Member, Apparel Director* Feb. 20XX–Present

AWARDS & ACHIEVEMENTS

University of Delaware Dean's List

Fall 20XX, Spring 20XX, Fall 20XX, Spring 20XX, Fall 20XX

Target Marketing Case Competition: 1st Place Finalist

Spring 20XX

The Society for Collegiate Leadership & Achievement

University of Delaware Nominated Member, Fall 20XX

The Society for Collegiate Leadership & Achievement

University of Delaware Nominated Member, Fall 20XX