

Graduate Student Resume Examples

1. M.B.A.
2. M.S.L.M.
3. M.P.A.
4. Multiple Subject Credential
5. Single Subject Credential
6. Federal Government Job Resume (Experienced)
7. Curriculum Vitae (CV)

Biz Ness

1234 Leopard Way, La Verne, CA – biz.ness@laverne.edu – (909) 555-5555

EDUCATION

Master of Business Administration Expected: May 2015
Concentration: Marketing
University of La Verne, La Verne, CA

Related Coursework: Marketing Management, Consumer Behavior, Marketing Channels/Distribution, Marketing Communications

Bachelor of Arts, Communications May 2012
Concentration: Public Relations
California State University, Fullerton
Semester Abroad, University of Sussex Summer 2011

INTERNSHIP EXPERIENCE

Nordstrom, Seattle, WA January 2015 – Present
MBA Internship

- Collaborated with web-site development team to implement new marketing strategies geared toward younger shoppers
- Developed digital marketing materials for use across multiple platforms
- Analyzed results of direct (online) marketing campaigns and made recommendations for refinement

Cartoon Network, Los Angeles, CA December 2011 – May 2012
Public Relations Intern

- Wrote, edited, and distributed public relations materials including press releases and media alerts
- Developed market reports using information from social media sites
- Managed event RSVP list using Microsoft Excel database

WORK EXPERIENCE

Flame Broiler, Diamond Bar, CA September 2012 – Present
Assistant Manager

- Track online reviews (Yelp, Google) and utilize feedback to inform future changes
- Implement new operations and customer service strategies to ensure maximum efficiency and an excellent customer experience
- Train and supervise a staff of more than fifteen at all times according to company manual and location-specific needs

SKILLS

- **Computer:** Microsoft Word, Excel, PowerPoint, Photoshop
- **Language:** Proficient in speaking, reading, and writing in Spanish
- **Social Media:** Proficient using Facebook, Yelp, Twitter, Instagram, Tumblr

AFFILIATIONS

- American Marketing Association October 2013 - Present

Henry Robles

555 La Verne Way, La Verne, CA – henry.robles@laverne.edu – (909) 555-5555

SUMMARY OF QUALIFICATIONS

- Knowledgeable about the management and training of human resources
- 3 years experience in supervisory roles
- Proficient in PC and Mac, Microsoft Word, Excel, PowerPoint
- Fluent in Spanish

EDUCATION

Master of Science in Leadership & Management

Expected: May 2015

Concentration: Human Resources

University of La Verne, La Verne, CA

Related Coursework: Human Resource Management, Management of Diversity, Training and Development, Negotiations and Collective Bargaining

Bachelor of Arts, Communications

May 2012

University of La Verne

INTERNSHIP EXPERIENCE

T-Mobile, Santa Ana, CA

Summer 2014

Human Resources Intern

- Interpreted, assisted and advised employees and managers on HR procedures and policies
- Coordinated and conducted exit interviews on voluntary separations within client groups
- Created and updated spreadsheets, PowerPoint decks and organizational charts in support of assigned projects
- Maintained a high level of integrity and discretion in the handling of confidential information

WORK EXPERIENCE

GAP, Inc., Brea, CA

Assistant Manager

August 2013 – Present

- Ensure compliance to all corporate policies including meals and breaks and employee appearance
- Set weekly employee schedules to ensure proper floor coverage at all times

Lead Sales Associate

January 2012 – August 2013

- Trained more than 25 new employees on sales associate duties according to company guidelines and standards
- Provided excellent customer service by efficiently and accurately responding to customer inquiry

LEADERSHIP EXPERIENCE

Residence Hall Association, University of La Verne

National Communications Coordinator

August 2011 – May 2012

- Collaborated with other board members to improve the quality of life for students in residence halls
- Created and disseminated Association media alerts and press releases
- Maintained communication with members through regular updates via email and social media

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management

August 2013 – Present

Mary Sanchez

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EDUCATION

Master of Public Administration

Expected: May 2015

Concentration: Non-Profit

University of La Verne, La Verne, CA

Related Coursework: Marketing for Non-Profits, Managing Non-Profit, Effective Fundraising, Accounting and Compliance for Non-Profits

Bachelor of Arts, Sociology

May 2007

University of California, Riverside

Semester Abroad, University of Milan, Milan, Italy

Summer 2006

NON-PROFIT EXPERIENCE

Special Projects Manager

January 2012 – Present

FamilyAid Los Angeles, Los Angeles, CA

- Develop and implement new projects across multiple platforms including health, education, and family life
- Manage collaborative relationships with external partners such as United Way
- Coordinate logistics and programming for community-based outreach events
- Research and write monthly memos for use by the board of directors

Project Coordinator

July 2008 – December 2011

AmeriCorps VISTA, Los Angeles/Orange County, CA

- Planned and initiated programs aimed at supporting student attendance in low-to-moderate income communities
- Supervised a team of up to 25 volunteers; managing schedules and assigning duties as needed
- Developed new strategies for Cultural and Academic Literacy (CAL) program which increased student participation by more than 20%

ADDITIONAL EXPERIENCE

Administrative Assistant, Community Services Department

January 2006 – July 2008

City of Glendora, Glendora, CA

- Assisted staff in obtaining necessary documents and materials in preparation of reports
- Served as primary point of contact for internal and external inquiries and was provided responses to requests from the community
- Organized schedules for all office staff using Microsoft Outlook

SKILLS

- **Computer:** Microsoft Word, Excel, PowerPoint, Outlook
- **Language:** Fluent in Spanish

COMMUNITY SERVICE

- Ronald McDonald House of Los Angeles October 2011 – Present
 - Boys and Girls Club of Riverside July 2002 – May 2005
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Mary T. Chur

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(909) 555-5555
mary.chur@laverne.edu

CREENTIAL

Preliminary Multiple Subject Teaching Credential – NCLB Compliant **May 2015**
BCLAD Emphasis: Spanish (*or Korean, Chinese, Vietnamese*)
University of La Verne, La Verne, CA

EDUCATION

Bachelor of Science, Child & Adolescent Development **May 2013**
California State University, Fullerton

SKILLS & TRAINING

Language: Fluent in Spanish
Computer: Proficient in Microsoft Word, Excel, PowerPoint, Prezi
Certifications: CPR (Current), CBEST (2013)

STUDENT TEACHING

Washington Elementary School (Title I), Glendora, CA **January 2015 - Present**

- Design and implement curriculum structured materials to meet the diverse needs of students
- Implement a variety of theory-informed teaching and assessment strategies including group work, directed lessons, and numerous activities
- Successfully integrate reading and language arts into daily lesson plans
- Manage classroom to ensure a structured, safe, and diverse learning environment

RELATED EXPERIENCE

Childtime Learning Center, Brea, CA **November 2013 – Present**
Assistant Teacher

- Assist in the instruction and implementation of activities according to company standards
- Maintain a safe, clean, and fun learning environment for students
- Regularly update parents and guardians on child's progress in the class

Camp James, Irvine, CA **Summers 2010 – 2012**
Camp Counselor

- Developed leadership and team building activities for children aged 4 – 13
- Implemented strategies for promoting healthy individual and group behavior
- Assisted in creation of camp activities plan and schedule

PROFESSIONAL ASSOCIATIONS

Student California Teaching Association (SCTA) **August 2013 – Present**

Ed U. Cater

9595 Leo Leopard Way • La Verne, CA 91750
(909) 555-2121 • ed.cater@laverne.edu

CREDENTIAL

**Preliminary Single Subject Teaching Credential – English
NCLB Compliant**

May 2015

University of La Verne, La Verne, CA

EDUCATION

Bachelor of Arts, English

May 2013

Chapman University, Orange, CA

RELEVANT SKILLS & TRAINING

Language: Fluent in Spanish

Certifications: CPR (Current), CBEST (2013)

STUDENT TEACHING

Pomona High School (Title I, Minority Enrollment of 97%)

January 2015 - Present

- Instruct American Literature and Writing Composition (freshman and sophomore level) courses with an average class size of 28 students
- Develop multifaceted lesson plans which incorporate California state standards and learning and developmental needs of the Pomona High School student population
- Implement a variety of theory-informed teaching and assessment strategies according to defined student learning outcomes
- Manage classroom to ensure a structured, safe, and diverse learning environment
- Effectively communicate with teachers, staff, and supervisors

RELATED EXPERIENCE

J & P Reading and Math Center, Diamond Bar, CA

August 2013 – Present

Tutor

- Tutor junior high and high school students on reading comprehension and writing techniques according to established curriculum.
- Regularly meet with parents and guardians to provide progress reports
- Trained more than ten new tutors on institutional standards and curriculum

San Gabriel PONY Baseball, San Gabriel, CA

February 2012 – June 2014

Youth Baseball Coach

- Taught players aged 9-10 fundamental baseball skills
- Instilled the values of teamwork, sportsmanship, and fair play into the players
- Managed practice and game playing time to ensure the development of all players
- Maintained a safe and diverse environment for players to thrive
- Communicated regularly with parents on their children's progress

PROFESSIONAL ASSOCIATIONS

Student California Teaching Association (SCTA)

August 2013 – Present

Jane Doe

Communications Expert/ Communications Trainer

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W: (202) 123-4567 ♦ H: (202) 234-4567 ♦ Email: JaneDoe@email.com

HIGHLIGHTS

- **Federal Communications Expert:** Produced hundreds of documents on technical topics for four high-profile agencies. Developed and delivered trainings on communication skills to hundreds of professionals.
- **Freelance Writer:** Published 20+ articles in national publications.
- **First-Rate Reputation:** Consistently receive very positive performance evaluations. Earned awards and promotions from each of my employers.
- **Master's in Journalism: Columbia University.**

FEDERAL EXPERIENCE

U.S. TREASURY DEPARTMENT Washington, DC

WRITER/ EDITOR/ COMMUNICATIONS TRAINER

2001 to Present

- Promote awareness of high-profile programs by managing, researching, and writing easy-to-understand documents that are scrutinized by political appointees. Documents include annual and quarterly reports to Congress, fact sheets, newsletters and online articles for stakeholder groups and the public.
- Always meet deadlines: Played key role in producing annual reports and quarterly reports in record time. Reports have been singled out by Treasury Secretary and other executives for special praise.
- Deliver trainings on how to communicate technical information in reader-friendly language. Trainings consistently receive top ratings from attendees. Helped hundreds of employees of all levels—from interns to executives—improve their communication skills.
- **Sample Feedback From Executives:** *Jane is a vital asset...her contributions are multi-faceted . . . has gone the extra mile time and time again . . . always provides clients with expert advice and guidance . . . provides exceptional writing/editing services . . . an excellent team member . . . works independent of supervision . . . a skilled teacher . . . one of the most pleasant, if not the most pleasant, person to work within our department.*

THE NATIONAL PARTNERSHIP FOR REINVENTING GOVERNMENT (NPR) Washington, DC

WRITER/ COMMUNICATIONS TRAINER

1999 to 2001

- Helped direct NPR's Plain Language Initiative—a government-wide campaign to improve the clarity of federal documents. Delivered trainings on communication skills to scientists, lawyers, and policy experts.
- Developed and implemented innovative outreach activities and contributed to NPR's strategic planning.
- Wrote lively, informative articles about cost-cutting federal programs for NPR's web magazine.

THE MINE SAFETY AND HEALTH ADMINISTRATION (MSHA)

Arlington, Virginia

PUBLIC AFFAIRS SPECIALIST

1994 to 1999

- Served as Press Secretary to the Assistant Secretary on two fast-paced national tours. Wrote speeches and Congressional testimony on preventing mining diseases and disasters for Assistant Secretary.
- Wrote articles, fact sheets, educational materials, reports, and regulatory documents.
- Pitched stories to national and local media outlets. Helped produce documentary that aired on public TV.
- Served as co-organizer of two international conferences on mine safety.

THE ENVIRONMENTAL PROTECTION AGENCY

Washington, DC

ENVIRONMENTAL SCIENTIST

1992 to 1994

- Helped organize press events and edited press releases announcing high profile regulations.
- Delivered presentations on air pollution regulations to industry groups, some of which were overtly hostile to regulations. Defended agency positions and demonstrated grace under pressure.

RECENT PRESENTATIONS

- Presented seminars on technical communication to many organizations, including:
 - The Federal Communicators Network (November 2006)
 - The Fifth International Conference on Plain Language (November 2005)
 - National Institutes for Health (November 2002)
 - The Foundation for Science, Education and Technology of South Africa (December 2002)
 - The American Association for the Advancement of Science (February 2002)
 - The Council of Science Editors (May 2000 and May 2001)

RECENT PUBLICATIONS

- *Jellyfish on the Rise*, The Washington Post, November, 2007, p. 5.
- *High-Dwelling Spiders*, Ambassador (TWA's Flight Magazine), October 2007, pp. 27-29.
- *The Longest Migration*, Ambassador (TWA's Flight Magazine), September 2007, pp. 32-33.
- *The Biggest Eyes in the Animal World*, Ambassador (TWA's Flight Magazine), August 2007, p. 20.
- *Secrets to Successful Federal Communications*, Federal Times, July 29, 2007, p. 5.

NOTE: A COMPLETE LIST OF MY PUBLICATINS IS ATTACHED.

EDUCATION

- **Master's in Journalism from Columbia University**
New Haven, CT: 1990
- **B. A. in English with Department Honors**
Wesleyan University
Middletown, CT: 1981

John Smith

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EDUCATION

Doctor of Education in Organizational Leadership, Ed.D.

June 2015

University of La Verne, La Verne, CA

Master of Science in Counseling, Student Development in Higher Education

May 2007

California State University, Long Beach, Long Beach, CA

Bachelor of Arts, English

May 2003

University of Missouri, Columbia, MO

HIGHER EDUCATION EXPERIENCE

Associate Director, Office of Student Life

May 2011 – Present

University of La Verne (Private, 4-year, Hispanic-Serving Institution)

- Advise student leadership teams on programming, budget, marketing, and policy decisions
- Manage new student orientation, including the training and supervision of 3 student coordinators and 10 Orientation Week Leaders (OWLs)
- Supervise 6 in-semester student assistants on front desk, marketing, and planning duties
- Collaborate with Residence Life, Career Services, and other departments on leadership workshops and training

Senior Coordinator, New Student Programs

August 2009 – May 2011

California State University, Fullerton (Large, Public, Comprehensive, HSI)

- Led new student orientation efforts including student and parent programming efforts
- Collaborated with faculty and staff to organize speakers and presentations for the duration of orientation week.
- Supervised coordinators of campus tours, information services, and parent programs

Coordinator of Campus Tours, New Student Programs

June 2007 – August 2009

California State University, Fullerton (Large, Public, Comprehensive, HSI)

- Coordinated campus tour scheduling throughout the year
- Updated campus tour routes and information given to maximize efficiency and effectiveness
- Trained new campus tour guides on the history of Cal State Fullerton, current programs and services, and on the most updated rankings and statistics

Resident Director

July 2006 – June 2007

California State University, Long Beach (Large, Public, Comprehensive, HSI)

- Enforced residence hall policies and regulations, including meeting with student violators and serving as a hearing officer
- Resolved problems and complaints through walk-in and phone appointments with students, parents, and campus community
- Trained and supervised 6 resident assistants on diversity, ethics, crisis intervention, and more
- Conducted weekly meetings with resident assistants to evaluate performance and assess programming efforts

INTERNSHIP EXPERIENCE

Intern, High School Outreach

January 2007-May 2007

Mt. San Antonio College (large, 2-year, HSI)

- Assisted in the planning and implementation of college fairs serving 20 local-area communities
- Advised prospective students on college programs and financial aid
- Collected and assessed data according to outcomes developed by the office

RESEARCH & PRESENTATION EXPERIENCE

Smith, J. (2015). *Encouraging Minority Student Success: How Summer Bridge Programs Help Bridge the Gap* (Unpublished doctoral dissertation). University of La Verne, La Verne, CA.

Smith, J. & Wilson, B.A. (2012). *Encouraging Male Success: Factors Leading to Minority Male Achievement in Higher Education*. Presented at ACPA Institute on Social Justice (2012), NASPA Region VI Conference (2013), and American Association of Hispanics in Higher Education (AAHHE) Conference (2014)

TEACHING EXPERIENCE

Teaching Assistant

Fall 2014 – Spring 2015

University of La Verne, La Verne, CA

- Co-taught two sections of Foundations of Educational Leadership courses to masters-level students
- Developed lesson plans for lectures on philosophy, theory, and current practices in educational leadership
- Provided support for students through office hours, study sessions, and assignment feedback

UNIVERSITY AND COMMUNITY SERVICE

Master Plan Committee, Member

July 2013 – Present

University of La Verne

Graduate Success Center, Mentor

Fall 2013 - Present

University of La Verne

Boys and Girls Club of Fullerton, Volunteer

January 2007 – May 2011

Fullerton, CA

American Language Program, ESL Conversation Partner

Fall 2006

California State University, Long Beach, Extension

PROFESSIONAL ASSOCIATIONS

ACPA – American College Personnel Association

July 2011 – Present

NASPA – Student Affairs Administrators in Higher Education

September 2005 – Present

Committee Service

- Fraternity and Sorority, Co-Chair
- New Professional and Graduate Students, Region VI Representative

July 2010 – June 2011

July 2008 – June 2009

ADDITIONAL SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, Blackboard
- Fluent in Spanish