

HIREJWU

powered by *Handshake*

College of Arts & Sciences

Majors:

Arts & Sciences Programs

Bachelor of Arts (B.A.) Degree

Media & Communication Studies

Bachelor of Science (B.S.) Degree

Biology

Criminal Justice

Data Analytics

Equine Studies

Liberal Studies

Political Science

Psychology



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COLLEGE of Arts & Sciences

Resume Examples

Brought to by: **Experiential Education & Career Services**

The following samples are examples of real JWU student resumes that will familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. We are providing samples here, It is important that you make **your resume your own**. The key to getting an interview is to target your resume when applying for a job or internship. You must get the employer's attention within **6 – 7** seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: link.jwu.edu>jobs & internships>build your resume, to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the resume examples, as you are sure to find ideas in each of them to use in your own, unique resume.

Note: These resumes are samples. If your major is not represented in the samples, please work with an EE&CS Advisor to assist you.

RESUME TIPS:

Most Common Resume mistakes:

1. **Misspelling JWU:**
 - Johnson and Whales University = Johnson & Wales University
2. **Incorrectly stating your degree:**
 - a. Bachelors in = Bachelor of Science;
 - b. Associates of = Associate in Science;
3. **Using “ I “ in your job bullet statements: Start with action verb and be sure your action verb agrees with job status – present tense for current job, past tense for past job**
 - a. I created report = Created report for...
 - b. I schedule events = Schedule events to...
4. **Listing jobs in the incorrect order:**
 - a. Most recent Jobs are listed first
5. **Resume must fit on one page**
6. **Font sizes:**
 - a. **Your Name: font size: 18 – 26**
 - b. **Resume content: font size: 11 – 12**



Your Name

City, ST • (555)555-5555 • www.linkedin.com/in/FnameLname • youremailaddress@xxx.com

Skills

- Social Media Management
- Microsoft Office Suite
- Fluent in English and Italian
- Excellent communication skills, written and verbal

Related Experience

Johnson & Wales University Alumni Relations Office Providence, RI
Student Communications Assistant mm/yyyy – Present

- Utilize informational databases to moderate social media accounts
- Correspond with university alumni on various pertinent topics
- Create promotional graphics & other materials to promote alumni events
- Manage alumni event calendars, event registrations for accurate counts and reporting
- Conduct administrative duties as needed, including answering phones and filing

Johnson & Wales University Campus Herald Providence, RI
Editor mm/yyyy – Present

- Create articles relevant to student experience at Johnson & Wales University
- Edit assigned and submitted news stories for publishing
- Design newspaper format including layout, story placement and headline creation

Johnson & Wales University Campus Radio Providence, RI
Treasurer/Social Media Manager mm/yyyy – Present

- Fund Management – maintain radio station budget of \$2000 per academic year
- Design posters and other audiovisual advertisements to attract listeners on different social media platforms
- Compile, edit and read news on air every hour on the hour per radio news format
- Interview guests that have significance to student body to increase audience base
- Substitute for disc jockeys when needed

Education

Johnson & Wales University Providence, RI
Bachelor of Arts, Media & Communications Candidate, mm/yyyy

GPA: 3.95/4.00, Dean's List

SHARP Program participant: Special Honors and Rewards Program

Your Name

City, ST • (555)555-5555 • www.linkedin.com/in/fnameiname • youremailaddress@xxx.com

HIGHLIGHTS OF QUALIFICATIONS

- Multilingual: Able to speak a variety of international languages with a fluency in English and Tagalog; basic skills in Spanish, French, and Japanese
- Experience in film writing, shooting, and editing both individually and collaboratively
- Proficiency in computer and word-processing programs such as Microsoft Suite (Word, Excel, PowerPoint, Publisher)
- Strong written and verbal communication skills

EDUCATION

Johnson & Wales University Providence, RI
Bachelor of Arts, **Media & Communication** Candidate, mm/yyyy
GPA 4.0/4.0, Dean's List
SHARP Program Participant: Special Honors and Rewards Program
Completed coursework: *Communication Skills, Narrative Filmmaking, Foundations of Digital Photography, Introduction to Media Production*

RELEVANT EXPERIENCE

College of Arts and Sciences, Johnson & Wales University Providence, RI
Office Assistant mm/yyyy – Present

- Participate in the technical operations of programs hosted by the English Department
- Work on specific projects provided by various faculty members and staff in a timely manner
- Provide flexible assistance to students with inquiries on a variety of fields related to the college

Center for Media Production, Johnson & Wales University Providence, RI
Student Assistant mm/yyyy – Present

- Design the event planning system of the center
- Schedule appointments and requests for the use of the space open to the university community and affiliated film festivals
- Operate the checkout system of the center's film, audio, and photography equipment

ADDITIONAL EXPERIENCE

JWU Players, Social Media & Marketing Coordinator mm/yyyy – mm/yyyy

Your Name

City, ST • (555)555-5555

www.linkedin.com/in/fnameiname • youremailaddress@xxx.com

HIGHLIGHTS OF SKILLS

- Performed biological research methodologies including bright-field microscopy, gel electrophoresis, bacterial transformation, PCR, quadrant sampling, dichotomous identification, and solution preparation
- Experienced in collecting & presenting data using a number of computer programs including Excel and PowerPoint
- Followed laboratory safety protocols and maintained a clean laboratory environment
- Dedicated and committed
- Strive to make a difference in the lives of the individuals served
- CPR/AED certified
- Basic Patient Care

EXPERIENCE

Personal Care Attendant / Heritage Center- Evansville, IN mm/yyyy – Current

- Assist residents with everyday activities such as bathing, hygiene care, feeding
- Chart residents' daily activities and tasks completed, keeping careful records

Dietary Aide / Deaconess Hospital - Evansville, IN mm/yyyy – mm/yyyy

- Served specific meals to patients with special dietary needs with accuracy and speed
- Assisted patient care technicians with meal prep for two daily meals, following strict sanitation and food handling guidelines

EDUCATION

Johnson & Wales University

Providence, RI

Bachelor of Science: Biology

Candidate, mm/yyyy

GPA: 3.68, Dean's List

ACTIVITIES

- Sigma Gamma Rho Sorority Community Chair and Tamiochus mm/yyyy – Present
- Pre-Professional Health Club, Member mm/yyyy – Present
- PAECER-SURE Program Vanderbilt University, Participant Summer/yyyy

Your Name

(555)555-5555 ▪ www.linkein.com/in/fnameiname ▪ youremailaddress@xxx.com

EDUCATION

Johnson & Wales University Providence, RI
Bachelor of Science, Biology Candidate, mm/yyyy
GPA 3.83

PERTINENT SKILLS

- Strong verbal and written communication skills and experience in all Microsoft Suite software
- Extensive knowledge of federal regulations governing clinical research and the principles of Good Clinical Practice (GCP) and Good Documentation Practice (GDP)
- Independent and collaborative work, confident in public speaking, exceptional organizational and time management skills, professional written and verbal communication, strong work ethic

RELEVANT EXPERIENCE

Clinical Research Coordinator mm/yyyy – present
Ora Clinical Research Andover, MA

- Coordination, execution and oversight of clinical operations throughout the duration of various coinciding clinical trials across multiple research sites
- Ensure strict adherence to study protocols and proper performance of study procedures
- Maintain effective communication and information exchange with the Principal Investigator, Project Managers, CRAs, CRO and the IRB

Sargeant / Medic mm/yyyy – mm/yyyy
United States Army Fort Carson, CO

- Managed and ensured the readiness of up to 30 personnel through training exercises, instructing relevant and pertinent classes, and facilitating practice exercises that resulted in readiness for real-world operations
- Supervised training and professional development; mentored personnel through one-on-one counseling, group sessions, and referrals to other departments when necessary
- Ensured up to 15 vehicles and other equipment assets were combat ready through communication with maintenance department and proper maintenance scheduling
- Instructed 100+ soldiers on Combat Life Saving skills and treatment techniques pertinent to the area while in a deployed environment

AWARDS AND SPECIALIZED TRAINING

- 4th Infantry Division, Best Medic yyyy
- United States Army Expert Field Medical Badge yyyy
- OSHA 10 yyyy
- Field Sanitation Team Training yyyy
- Basic Leadership Course Training yyyy
- NREMT-B and BLS Training yyyy

Your Name

City, ST | (555)555-5555

youremailaddress@xxx.com | www.Linkedin.com/in/yourlinkedin

HIGHLIGHTS OF QUALIFICATIONS:

- Completed classes in Abnormal Psychology, Law and Society, and Criminology
- Experienced in crowd control during entertainment events, handled dispute resolution in violent/non-violent situations, involving groups and individuals
- Trained in the use and handling of OC spray
- RI State Police Women's Diversity Academy, Training: Certificate, mm/year

EDUCATION:

Johnson & Wales University

Providence, RI

Bachelor of Science, Criminal Justice

Candidate, mm/yyyy

GPA 3.78/4.00, Dean's List

Community College of Rhode Island

Providence, RI

Associate in Science, Law Enforcement

Degree, mm/yyyy

RELEVANT EXPERIENCE:

Rhode Island Department of Environmental Management, Saunderstown, RI

Park Ranger

mm/yyyy – Present

- Demonstrate knowledge of park by answering questions about history, wildlife, and natural resources
- Provide security and maintains a safe atmosphere for 175 park patrons per day
- Perform park maintenance as needed to ensure patron and employee safety

OTHER EMPLOYMENT:

Target Corporation

Warwick, RI

Cashier (Seasonal)

mm/yyyy – mm/yyyy

- Maintained an accurate \$2,000 cash drawer with no discrepancies
- Provided customer service by answering questions and performing duties in a professional manner

ASSOCIATIONS and VOLUNTEER EXPERIENCE:

- Leukemia and Lymphoma Society, Light the Night Walk Fundraiser mm/yyyy–Present
- St. Patrick Soup Kitchen, Volunteer mm/yyyy–Present

Your Name

youremailaddress@xxx.com • 555-555-5555 • www.linkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS

- Demonstrated experience using specialized systems to collect and organize data and streamlining processes to increase efficiency and accuracy
- **Bilingual:** Fluent in English and French
- Able to quickly master new software, proficient in Microsoft Access and Excel, R, Salesforce, SQL, Tableau, Technolutions Slate, Adobe Photoshop and InDesign

EDUCATION

Johnson & Wales University

Master of Science, Data Analytics

Bachelor of Science, Data Analytics

GPA: 3.8/4.0, Dean's List

Relevant Coursework: Data Visualization, Big Data Analytics, Tools for Data Analytics

Providence, RI

Candidate, mm/yyyy

Degree, mm/yyyy

WORK EXPERIENCE

New York University, Office of Undergraduate Admission

Data Analyst

New York, NY

mm/yyyy – Present

- Create custom reports and dashboards to manage workflow and inform decision-making
- Query analyzed large data sets using Microsoft Access to monitor key performance metrics
- Translate requests from marketing and leadership teams into technical specifications
- Scope and execute new reporting initiatives to track previously unmonitored metrics

IBM

Operations/Analytics Intern

New York, NY

mm/yyyy – mm/yyyy

- Used Salesforce to create reports and perform analysis assisting leadership and internal teams
- Provided internal support for 100+ active consulting projects spanning seven states and four countries
- Reduced completion time for several processes of the Operations team, including a 90% reduction in weekly profit margin calculation
- Participated in Lean Six Sigma project focused on decreasing downtime; observed process, analyzed results, and recommended solutions

Thomas's Ham & Eggery Diner

Server

Carle Place, NY

Seasonal, mm/yyyy – mm/yyyy

- Provided exceptional customer service to patrons during weekend breakfast service, ensuring that their meals arrived accurately and in a timely manner
- Assisted with implementation of online take-out system to streamline process of customers making online pre-orders and catering requests
- Handled cash and credit card payments through POS and accurately provided customers with change

Your Name

(555)555-5555 ▪ www.yourlinked.com/in/fnameIname ▪ youremailaddress@xxx.com

EDUCATION

Johnson & Wales University

Bachelor of Science; Equine Studies

Providence, RI

Candidate mm/yyyy

Westphalian Riding & Driving School

Study Abroad Equine Studies

Muenster, Germany

Summer, yyyy

HIGHLIGHTS OF QUALIFICATIONS

- Competent in the handling and care of horses for Equestrian Eventing
- Eighteen years of experience competing in Three Day Eventing and Dressage
- Successfully completed courses in Equine Nutrition, Physiology and Genetics, Anatomy and Lameness, Reproduction and Diseases
- Large and Small German Bronze Medal Recipient, yyyy

RELEVANT WORK EXPERIENCE

Bay State Pet & Garden

Customer Service Associate

Taunton, MA

mm/yyyy – Present

- Assist customers with selecting products to serve specific needs
- Operate cash register and reconciled sales totals at end of shift
- Stock inventory in an organized and safe manner
- Maintain sanitary work environment to comply with company standards

Plainridge Racetrack

Stable Hand/Groomer, Seasonal

Plainville, MA

mm/yyyy – mm/yyyy

- Managed barn responsibilities to ensure timely completion
- Clipped, braided, wrapped, trailered, blanketed, and fed horses daily
- Administered first aid to and worked with racehorses on and off track as needed

ASSOCIATIONS

Johnson & Wales University IHSA Team Member

Show Secretary for Dressage and combined tests

Competed to Equestrian Event level

mm/yyyy – Present

Your Name

(555) 555-5555 ~ youremailaddress@gmail.com ~ www.yourlinkedin.com/in/fnameiname

HIGHLIGHTS OF QUALIFICATIONS:

- Ten years of experience with horses of many breeds and disciplines
- Educated in many elements of equine health and well-being, including basic first aid, barn management skills, nutrition, lameness, and reproduction.
- Qualified in lunging, grooming, and daily care of horses
- Conversant in French
- CPR and First Aid Certified; year

EMPLOYMENT HISTORY:

Assistant Barn Manager

Wildflower Farm

- Implemented daily chore charts to improve efficiency
- Trained under accomplished dressage rider Cindi Weeks
- Provided timely customer service to 8 boarders on a daily basis

Seasonal: yyyy, yyyy
Charleston, SC

Director of Riding/Barn Manager

YMCA Camp Greenville

- Established and maintained an 18 stall equine facility
- Cared for and handled 17 horses on a daily basis
- Oversaw and instructed a total of 36 mounted students per day

Summer: yyyy
Greenville, SC

Pet Care Associate

PetSmart

- Organized and maintained a cash drawer averaging \$200 daily
- Gained knowledge and experience in canine retail products
- Provided superior customer service winning employee of the month twice

mm/yyyy – mm/yyyy
Charleston, SC

EDUCATION:

Johnson & Wales University

Masters of Business Administration

Bachelor of Science; Equine Studies

Providence, RI
Candidate, mm/yyyy
Degree, mm/yyyy

HONORS/ASSOCIATIONS/ACTIVITIES:

- First Place & High Point Champion - National Competition; IDA yyyy
- Golden Retriever Rescue Member yyyy – Present
- South Carolina Pinto Horse Association Member yyyy – Present
- 4-H Member yyyy – Present

Your Name

(555) 555-5555

youremailaddress@xxx.com

www.Linkedin.com/in/fnameIname

HIGHLIGHTS OF QUALIFICATIONS

- Demonstrated ability to lead, guide and mentor members of a project team
- Successfully completed courses in Digital Technology for Business, Advanced Project Management, Access Database Design for Business Solutions
- Outstanding oral and written communication skills

EDUCATION

Johnson & Wales University

Bachelor of Science, Liberal Studies

Concentration: Economics

GPA 3.90/4.00, Dean's List, SHARP = Special Honors and Rewards Program

Providence, RI

Candidate, mm/yyyy

EMPLOYMENT HISTORY

Atrion Networking Inc.

Intern

Warwick, RI

mm/yyyy – mm/yyyy

- Assisted Project Manager in day-to-day business operations
- Organized data via Excel; creating a more efficient flow of the daily business processes
- Gained an understanding of being part of a team project and impact of each team member's role
- Assisted in project management functions ensuring deadlines were being met
- Created spreadsheets on Microsoft Excel to track vendor invoices

Kohl's

Sales Associate

Warwick, RI

mm/yyyy – mm/yyyy

- Greeted and offered assistance with merchandise selection to customers
- Assisted in the merchandising and sales of products
- Maintained an accurate \$500 cash draw during all shifts
- Consistently met and exceeded weekly sales goals
- Effectively utilized resources to successfully complete projects

AFFILIATIONS and VOLUNTEER WORK

- Society for the Advancement of Management, Member mm/yyyy – Present
- Providence WaterFire, Volunteer mm/yyyy – Present
- St. Patrick Soup Kitchen, Volunteer mm/yyyy – mm/year

Your Name

Providence, RI • (555) 555-5555 • youremailaddress@jwu.wildcats.edu • linkedin.com/in/fnameiname

SKILLS

- Languages: Fluent in English & Spanish
- Proven student leader

EDUCATION

Johnson & Wales University

Bachelor of Science, **Political Science**

Dean's List, GPA: 3.90/4.00

Related Courses: American Policy & Institutions, Research Methods, Human Rights, Sociology

Providence, RI

Candidate mm/yyyy

EXPERIENCE

Johnson & Wales University

Student Assistant, JWU Library

- Assist patrons in searching for library textbooks and assist in their preliminary research topics
- Re-shelve reserved textbooks by utilizing the Library of Congress System
- Manage multiple phone lines, including the general voicemail, direct callers proper staff
- Provide general solutions and feedback to patrons

Providence, RI

mm/yyyy – Present

LSC Admissions Office

Office Assistant

- Interacted face-to-face and over the phone with students about their admission application
- Helped answer questions or concerns the student or family members have regarding placement testing
- Filed student registrations & schedule drop forms, imputed information to Lone Star College Database
- Provided clerical support to staff, ensured the admissions counter was maintained with necessary supplies, and coordinated student pick-up transcripts
- Presented new student orientations as needed and answered remaining questions from families

The Woodlands, TX

mm/yyyy – mm/yyyy

LEADERSHIP

Johnson & Wales University

Senator, Student Government Association

- Elected to improve the student experience by initiating action, considering legislation, and participating in SGA initiatives to advance the Johnson & Wales University campus

Providence, RI

mm/yyyy– Present

Johnson & Wales University

Delta Phi Epsilon; Secretary & Sisterhood Committee Chairman

- Chair Positions: **Secretary:** mm/yyyy – Present | **Sisterhood Committee:** mm/yyyy – Present
- Diversity & Inclusion: mm/yyyy – mm/yyyy | Community Service: : mm/yyyy – mm/yyyy
- Elected as a member of the Executive Council to record and track Chapter presentation and meetings, and diplomatic handling of historical Chapter information
- Support other sororities and fraternities' events on- and off-campus, participated in Greek Week

Providence, RI

mm/yyyy – Present

Public Relation Chairman, Student Government Association, LSC

- Established semi-annual Safety Fair with 20 local organizations and agencies to raise awareness of safety precautions for students during winter and spring breaks
- Conducted intensive Campus Book Survey on behalf of LSC President and faculty to understand the needs and usage of books/online codes for the student's classes

mm/yyyy – mm/yyyy

Your Name

Providence, RI • (555) 555-5555 • youemailaddress@jwu.wildcats.edu • linkedin.com/in/fnameIname

Highlights of Qualifications:

- CPR & First Aid Certified through American Red Cross mm/yyyy
- 5 Rights Medication Administration Certification mm/yyyy
- Adults Behavior: Teaching Making a Difference Certification mm/yyyy
- Introduction to Early Education and Care Certification mm/yyyy
- Preventing Challenging Behaviors Certification mm/yyyy

Education:

Johnson & Wales University Providence, RI
Bachelor of Science, Psychology Candidate, mm/yyyy

Work Experience:

New Wave Home Care Providence, RI
Caregiver mm/yyyy – Present

- Serve as in-home back up care for children and private non-medical companion care for adults
- Maintain a safe environment for clients and provide activities for them throughout the day

Johnson & Wales University Providence, RI
Student Assistant at Experiential Education and Career Services mm/yyyy – mm/yyyy

- Inputted information into databases for career events, fairs, and appointments, approximately 100 entries a day
- Answered phone calls, directed students to appropriate staff members in busy, 15-staff office

Guild of St. Agnes Worcester, MA
Group Leader mm/yyyy – mm/yyyy

- Supervised 32 children, ages 7-9 and planned engaging, educational activities
- Created curriculum as a lead teacher
- Applied innovative approaches to cope with behavioral issues
- Diffused potentially volatile situations with grace and finesse

Camp Woodhaven West Boylston, MA
Group Leader mm/yyyy – mm/yyyy

- Supervised 27 children, ages ranging from 6-8 daily and encouraged safety and community
- Engaged children in fun activities including nature, arts and crafts, sports, and theatre
- Facilitated character building lessons into the daily curriculum

Organizations and Volunteer Experience:

- Gymnastic Learning Center for Special Olympics, Instructor mm/yyyy – Present
- Why Me, Sherry's House, Volunteer mm/yyyy – mm/yyyy
- John's Food Pantry, Server mm/yyyy – mm/yyyy