

Trudy Triton

12 University Drive
Saint Louis, Missouri 63121

(314) 555-1234
trudytriton@mail.umsl.edu

EDUCATION

Bachelor of Science in Accounting
University of Missouri – St. Louis

GPA: 3.9/4.0
May 2015

ACCOUNTING INTERNSHIPS

Express Scripts

Saint Louis, Missouri

January-August 2014

Tax Intern

- Developed flowchart for visual timeline prior to audits
- Contributed to special long term projects in anticipation of regulatory changes
- Organized files for auditors by gathering, scanning, filing, and copying required documents

AT&T

Saint Louis, Missouri

Summer 2013

Student Intern

- Assisted Accounts Payable Clerk in Corporate Finance Department
- Input over 150 invoices daily into *PeopleSoft* and imaging software
- Processed vendor and employee invoices for daily approval, payment, and distribution

Enterprise Rent-a-Car

Saint Louis, Missouri

Summer 2012

Accounting Intern

- Updated and maintained accounts receivable reporting
- Assisted with application of customer payments and maintenance of customer accounts
- Answered billing questions from customers and field offices
- Contributed to additional projects as part of inter-departmental team

CAMPUS INVOLVEMENT & LEADERSHIP

President, University of Missouri – St. Louis Accounting Club, May 2014-May 2015

- Scheduled UMSL Alumni for bi-monthly professional development presentations to Club
- Led Club in fund raising efforts for local food bank by partnering with local Missouri Society of CPA's and UMSL Athletic teams
- Organized meetings and kept group informed about all Club news

Fundraiser Chair, Beta Alpha Psi, August 2011-December 2013

- Oversaw recruitment and selection of volunteers for the Fundraising committee
- Supervised a group of 12 students in annual fundraising strategies
- Worked with communication and scholarship committees to develop new fundraising strategies
- Coordinated with Treasurer to ensure funds were allocated appropriately

Member, Student Investment Trust, August 2010-Present

Volunteer, Volunteer Income Tax Season (VITA), Jan-April 2010

Jonathan Doe

One University Place | St. Louis, MO
314-555-5555 | None@none.com

OBJECTIVE

A lab position to use skills in chemical processing and biological knowledge

EDUCATION

University of Missouri-St. Louis

Master of Arts in Biology, Expected Graduation December 2017

Bachelor of Arts in Chemistry; Mathematics Minor, December 2015

Honors: Magna cum Laude GPA 3.55

Related Courses:

Organic Chemistry; Technical Writing; Instrumental Analysis; Spectroscopic Identification of Organic Compounds; Advanced Biochemistry & Lab

SUMMARY OF QUALIFICATIONS

Communication

- Technical writing course
- Understanding the implications of new information for both current and future problem solving and decision making and easily convey this information

Tools & Technology

- Claisen flasks; Reaction flasks, volumetric flasks, Torsion balances; Meker burners
- Microsoft Office; LIMS software

Chemistry Applications

- Knowledge of the chemical composition, structure and properties of substances to include uses of chemical and their interactions, danger signs, and disposal methods
- Conduct tests and inspections of products to evaluate performance
- Prepared chemical solutions for products following standardized formulas

ACTIVITIES

Chemistry Club, University of Missouri-St. Louis, Active

St. Patrick's Center, Volunteer, Active

WORK EXPERIENCE

Schnucks, St. Louis, MO

Checker, 2013-present

University of Missouri - St. Louis, Biology Department

Tutor, Spring 2014-Fall 2015

Mary Esposito

One University Blvd.
St. Louis, MO 63121

314-555-0000
mary@none.com

Career Focus—CRIMINAL JUSTICE—Youth and Teens

Position in Criminal Justice where education, initiative, and a desire to serve will be of value in administering and safeguarding criminal and judicial processes.

Qualifications Summary

- Recent college graduate with career interest in criminal justice. Familiar with the concepts of justice, due process, criminal behavior and criminal rehabilitation.
- Strong communication, interaction and relationship-building skills acquired through work experience and volunteer activities.
- Three plus years working with youth and teens providing mentoring, supportive counseling and community resources.

Education

University of Missouri-St. Louis

Bachelor of Science in Criminology & Criminal Justice; Minor in Psychology & Sociology

August 2015

Coursework Highlights:

Criminal Law, Juvenile Delinquency, Deviant Behavior, Penology, Theories of Crime

Work Experience

Children's World, Inc., St. Louis, MO

Teacher, 2013-Present

- Provide daily child care for toddlers ages 18-24 months in an active learning environment.
- Supervise children during playtime. Interact with parents delivering and picking up children.

Discovery Zone, St. Louis, MO

Kid's Coach, 2010-2013

- Coordinated and supervised age-appropriate games and activities for children's birthday parties and other special events.
- Kept events running smoothly through effective problem-solving and making proactive decisions.

Regent Manufacturing Co., Inc., St. Louis, MO

Secretary/Office Assistant, Summers 2009-2010

- Provided general office support including answering phones, filing and accepting deliveries.

Volunteer/Activities

AIDS Communicating to Teens (ACT) 2015-present

St. Louis Safe Adoption Agency, 2014-2015

Youth Tennis Instructor, YMCA Tennis Summer Camps 2010-2014

CERTIFICATION

Missouri Initial Professional Certification Elementary Education 1-6

May 2015

Early Childhood Education B-3

(expected) May 2017

EDUCATION

University of Missouri – St. Louis

May 2015

Bachelor of Science in Education, Elementary Education

GPA 3.8/4.0

CLASSROOM EXPERIENCE

ABC Elementary, St. Louis School District

Practicum II, Third Grade: 20 students, including 4 with IEP's

Spring 2015

- Designed and taught a four-week social studies unit on Missouri State Government focused on improving students' critical thinking, note-taking, research, and PowerPoint skills
- Instructed and facilitated reading groups with students at high, average, and low reading levels, improving reading comprehension by 1-2 grade levels
- Conducted a case study in mathematics concentrating on developing a conceptual understanding of fractions and a mastery of computation with fractions; resulted in the student earning a unit test score 20 points above the class average
- Implemented positive classroom management techniques resulting in compliments from other teachers for students' outstanding behavior
- Established and ran the Homework Assistance Time (HAT) Program which provided 9 struggling fourth and fifth grade students with free homework assistance, enrichment activities, and healthy snacks after school one day a week

Practicum I

Fall 2015

- Conducted a case study in reading comprehension with a fourth grade student concentrating on improving her ability to visualize and make inferences while reading; her skills improved by 20% in five lessons
- Designed and taught a two-week critical thinking-based American Indian unit to fifth grade students using artifacts and materials from the St. Louis Art Museum
- Took running records on eighteen fifth grade students
- Collaborated with four third-grade teachers to develop and co-teach language arts lessons
- Used Quiet Critters in first grade as a positive classroom management technique which resulted in students being more attentive and working studiously during independent practice

WORK EXPERIENCE

Macy's, Chesterfield, Missouri

April 2009-August 2014

Sales Associate

- Earned highest number of credit card sales in the district for 3 consecutive quarters

CAMPUS INVOLVEMENT

Multicultural Student Services, **Tutor**, August 2011-August 2013

Daniel L. Skyburger |

123 English Boulevard • Chesterfield, Missouri 63005

C: (314) 555-4608 • dls3646j@mail.umsl.edu

www.Linkedin.com/in/Dskyburger

EDUCATION

Bachelor of Arts in English May 2015

University of Missouri-St. Louis Cumulative GPA: 3.3/4.0

WRITING AND EDITORIAL EXPERIENCE

The Current, St. Louis, Missouri

August 2013-May 2015

Edit and Design Intern

- Reviewed creative writing submissions of graduate and undergraduate students for publication in quarterly magazine covering community events and issues
- Prepared layout and copy using Adobe Photoshop and InDesign software programs
- Maintained database and prepared mailings of 2,000+ subscribers in the mid-Missouri area

Knovit, St. Louis, Missouri

May 2013-August 2013

Freelance Writer Assistant

- Pitched story ideas to editors
- Conducted background research for the story being written by the Executive Freelance Writer.
- Peer reviewed and edited 60-100 pages each week.

Riverfront Times, St. Louis, Missouri

Summer 2010, Summer 2011

Intern

- Wrote interesting weekly feature stories about local businesses and resident accomplishments
- Interviewed and communicated with local officials regarding current events
- Photographed images related to stories for publication

CUSTOMER SERVICE EXPERIENCE

Enterprise Rent-A-Car National Call Center, St. Louis, Missouri

September 2012-Present

Phone Center Representative

- Efficiently handled 80-120 calls per 8 hour work day.
- Assisted customers in Canada, United States and Puerto Rico with car rental reservations and insurance claims for car rentals.
- Located and interpreted complex information from a number of databases rapidly
- Offered alternatives and options to overcome objections and maintained a profession, courteous and pleasant demeanor at all times.

VOLUNTEER EXPERIENCE

Habitat for Humanity (Saint Louis Chapter)

September 2010-Present

St. Louis Crisis Nursery

April 2009-November 2011

St. Louis North County Toy Drive

December 2011, December 2012

Linda Artista

123 Creative Lane Home
St. Louis, MO 63121

314-321-2522
artista@email.com

Portfolio available at <http://www.artistalinda.com>

OBJECTIVE:

Exhibition Coordinator position capitalizing on excellent visual design skills.

EDUCATION:

Bachelor of Fine Arts, Painting Concentration, Minor in Art History, May 2014
University of Missouri-St. Louis

ACTIVITIES:

- Volunteer, Gallery Visio, 2012-Present
- Coordinator of Student Exhibitions – Festival of the Little Hills, 2013

EXHIBITIONS:

- Student Juried Art Exhibit, University of Missouri-St. Louis, Second Place, Watercolors, 2012
- The Scholastic Art & Writing Awards, National Exhibition, Cupples Gallery, St. Louis, MO, 2012
- International Art Exhibition, Washington, DC, Third Place, Watercolors, 2011

COMMISSIONS:

- Created mural (coffee/farmer's market scenes), Coffee Market & Cafe, St. Louis, MO, 2010
- Member, artist team, designed and painted mural (nature/jungle scenes) at Child Learning Center Daycare, St. Louis MO, 2010-2013

EXPERIENCE:

Total Crafts, St. Louis, MO, 2010-Present

Assistant Manager, Floral Department, 2013-Present

- Design floral arrangements for customers: decorate the department designing displays and themes for holidays and seasons. Provide design instruction to employees.
- Oversee staff of 10 part-time employees; recruit, hire, promote and terminate employees.
- Maintain department inventory; complete end submit purchase requisitions.

Customer Service Assistant, Floral Department, 2010-2013

- Advised customers on floral selections suggesting colors and textures. Helped design and create floral arrangements.
- Received Employee of the Month eight out of eleven months and was promoted to Assistant Manager.

St. Louis Art Museum, St. Louis, MO

Volunteer Docent, 2010-Present

- Escort visitors through the museum and explain the origins of the artwork.
- Conduct research on holding.

SKILLS:

Computer: Proficient in all Microsoft Office applications. Experienced in graphics/web applications including: Adobe Photoshop, Illustrator, Dreamweaver and Quark Express.

Fine Arts: Experienced in watercolor, oils, pencil sketching, and photography.