



There are various resume styles you can chose; here are some examples to give you ideas to consider:

## Vanessa Valencia

952 Spirit Lane, Anytown, IL 60000  
(777)888-9999 |  
[crf\\_valencva2@cuchicago.edu](mailto:crf_valencva2@cuchicago.edu)

### Objective

An event planning internship at The Bridge Teen Center using organizational and communication skills to provide responsible event planning assistance and to develop rapport with youth participants.

### Skills Highlights

- Excellent communication and teamwork skills
- Event planning
- Strong work ethic
- Bilingual: English and Spanish
- Positive attitude
- Microsoft Word, Excel, PowerPoint

### Education

**Bachelor of Arts, Concordia University Chicago**, expected May 2022

**Major: Communication Minor: Spanish**

Cumulative GPA: 3.4

Study Abroad: University of Nuevo Leon, Nuevo Leon, Mexico

Related Coursework: Public Relations, Business Communication, Nonverbal Communication

**Lawrence High School\***, Anytown, IL, Graduated 2017 *(\*Note: high school is deleted by senior year or earlier. Some sophomores do not include it.)*  
Cumulative GPA: 3.5

### Leadership

- Event Planning Coordinator, Campus Activities Board (CAB), August 2019 - Present
- Concordia Youth Ministry team, 2018 - 2019  
Planned and supervised youth lock-in events, and helped strengthen relationships with youth.
- Captain, Varsity Soccer, Lawrence High School, 2016 - 2017

### Work Experience

**Resident Assistant, Concordia University Chicago**, August 2018- Present

- Provide guidance and supervision to 30 residents, helping freshmen acclimate to college life.
- Plan and lead engaging educational, social, and spiritual programs.

**Assistant Soccer Coach, YMCA**, Anytown, IL, Summer 2019

- Helped motivate and instruct middle school athletes, and contributed to a winning season.
- Served as a role model to youth from diverse backgrounds.

### Involvement

- Ministry to Chicago team (event planning)
- NCAA Div. III Women's Soccer, Concordia University Chicago
- Volunteered for Feed My Starving Children, Dance Marathon, Phil's Friends, and youth mission trips

### Honors

Regents Scholarship, Dean's List (4 semesters)

## KENT A. ARMSTRONG

### Campus Address

7400 Augusta Street, Box 000  
River Forest, Illinois 60305

708-209-0000

[kent.armstrong@gmail.com](mailto:kent.armstrong@gmail.com)

### Home Address

000 South Street  
Saginaw, MI 48441

### Objective:

Elementary teaching position using strengths in adapting lessons according to student needs and motivating learning through a variety of creative teaching strategies.

### Education & Licensure:

**B.A. in Elementary Education**, Concordia University, River Forest, Illinois May 2020  
IL Professional Educator License, Elementary Education Endorsement  
Middle School Endorsement in Language Arts

### Classroom Experience:

**Student Teaching Internship, 3<sup>rd</sup> grade** Fall 2019  
Lincoln Elementary School, River Forest, Illinois

- Created and implemented thematic units on multiplication, seasons and space
- Incorporated a variety of teaching strategies including cooperative learning, manipulatives in math and science, role playing, storyboarding, etc.
- Developed and taught interactive lesson plans using Illinois Learning Standards
- Increased students' self-discipline by cooperatively establishing rules and adhering to fair and consistent limits
- Individually tutored struggling readers, helping some of them advance two reading levels
- Collaborated with classroom and student teachers in planning and executing a poetry slam for 3rd and 4th grade students and their families
- Organized, scheduled, and promoted a school-wide spook-tacular event

**Teacher Aide – Willard Elementary School**, River Forest, Illinois 2017-2018  
Reading/Language Arts-5<sup>th</sup> grade

- Designed and implemented a successful class-writing book of students' mastered works
- Strengthened reading abilities through anticipation guides and literature circles

### Other Work Experience:

**English Tutor** 2016-Present  
Concordia University, River Forest, Illinois

**Camp Counselor** Summer 2019  
Boy Scouts Summer Camp, Burlington, Michigan

- Supervised youth ages 8-14 years old and served as a role model
- Arranged craft schedule and game times, and led sports activities

**Associate** Summers 2016-2018  
Target, Saginaw, Michigan

- Trained new hires on front end procedures, and met monthly Red Card sales goals
- Provided excellent customer service while assisting customers with purchases and returns

### Leadership & Involvement

Cougar Ambassador (3 years) Student Senate Representative  
Staff Reporter/Writer for *The Spectator* Concordia Activities Board (CAB)  
Section Leader, Wind Symphony "The Unprofessionals" Improv Group  
Kappa Delta Pi Education Honor Society Mission trip to Guatemala

**Computer Skills:** Microsoft Office Suite, Smart Boards, iPads, Google Docs, Dream Weaver, FrontPage



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### Susan Student

20 Main Street, Elmhurst, IL 60541 | (777)888-9999 | [studentsu@cuchicago.edu](mailto:studentsu@cuchicago.edu)

#### OBJECTIVE

To serve as a school counselor using well-developed interpersonal and organizational skills and professional experience developing effective working relationships. Committed to student success.

#### EDUCATION

Master of Arts in School Counseling, anticipated May 2020  
Concordia University Chicago, River Forest, IL

Bachelor of Arts, Sociology, Grade A University, Chicago, IL

#### LICENSURE

IL Professional Educator License, School Counselor Endorsement, expected May 2020

#### SCHOOL COUNSELING EXPERIENCE

*School Counselor Intern*, Lemont High School, Lemont, IL, August 2019 - Present

##### Academic

- Developed and delivered "Test-taking" portion of freshman "Study Skills" curriculum
- Involved in Freshman Orientation, Entrance Examination and PSAT Proctor
- Work with individual students on registration and scheduling updates

##### Social/Emotional

- Coach and counsel ten students (various grade levels) from diverse backgrounds concerned with a variety of teen issues on a regular basis
- Assist in organizing student and parent involvement/membership/meetings with SADD (Students Against Destructive Decisions)
- Lead initial prescreening process and co lead in two student groups: "Girls - Body Image" and "Divorce"

##### Career/College

- Participated in several college advisor sessions and Junior counseling sessions
- Involved in College Night - "The Application Process" and prep for "Financial Aid Process"
- Perform final application processing including writing recommendation letters
- Helped plan extensive career day program for students and parents
- Train students on using Naviance to further self-awareness and decision-making processes

#### VOLUNTEER EXPERIENCE

*Boys & Girls Club of West Cook County*, Bellwood, IL, 2015 - Present

- Provided mentoring, career guidance, and college preparation support to adolescents

#### PROFESSIONAL ADMINISTRATIVE EXPERIENCE

Sanford & Sons, Inc., Chicago IL, 2012 - 2018

*Vice President*, 2009 - 2012

*Office Manager*, 2006 - 2009

- Supervised daily administrative operations of a regional office of an investment banking firm
- Developed, implemented, and maintained human resources procedures and recruiting process
- Coordinated and monitored all regional accounting/marketing activities including company trend analysis

#### PROFESSIONAL DEVELOPMENT

American School Counselor Association (ASCA), Illinois School Counselor Association (ISCA), Illinois Association for College Admission Counseling (IACAC)

*Participant: ISCA Conference, 2018 - Sessions on Cultivating Connections, Trauma-Informed Counseling, Impact Counseling, and Redesigned Assessment*

### John M. Abanda

1000 Drury Lane, Chicago, IL 69999 • (123)444-5555 • [John.Abanda@gmail.com](mailto:John.Abanda@gmail.com)

#### SUMMARY

MBA candidate adept at financial and data modeling and analysis. Effective communicator with experience in improving team performance and meeting management objectives in a timely manner to increase profitability.

#### EXPERIENCE

**Calamos Investments**, Naperville, IL

Summer 2019

*Research Associate Intern*

Demonstrated strong research skills in increasingly more complex research assignments and reports.

Completed reviews, financial modeling, and portfolio analyses. Led 5 students' efforts to support the portfolio management team through scanning and monitoring, saving over 80 hours of work time. Assisted managers in analyzing stocks and funds for prospective clients. Learned about securities and investment models and processes. Met with 8 senior managers to discuss strategy and implementation to achieve financial objectives.

**The Hub Group**, Oakbrook, IL

June 2017 - May 2019

*Logistics Specialist*

Developed proactive relationships with account clients, providing innovative solutions to concerns.

Analyzed metrics to determine and offer alternate transportation options to clients. Maintained effective communication with supervisor regarding potential problems, which helped reduce the number of incidents by 21%. Collaborated with sales teams to provide seamless transitions for new clients.

**Hertz Rental Sales**, Chicago, IL

Summer 2016

*Intern*

Provided exceptional customer service to individual and commercial clients via phone and in person, and managed the activities of three staff members. Consistently performed well and helped sales team reach the sales goals each month. Maintained professionalism in challenging situations.

#### EDUCATION

**Master of Business Administration (MBA), Finance Certificate**, GPA: 3.83/4.0

Expected May 2020

Concordia University Chicago

**Bachelor of Arts in Marketing, Minor in Accounting**, GPA: 3.60/4.0

2017

Southern Illinois University-Carbondale

#### SELECTED PROJECTS

- Developed a detailed business plan for a start-up business, including Marketing Plan and 5-year Financial Strategies
- Researched enrollment trends for incoming MBA students and presented implications for the Graduate Admission team's efforts

#### COMPETENCIES

Technology: Data/Financial Modeling, R, SQL, Advanced Microsoft Excel

Languages: English (native language) and fluent in French

#### LEADERSHIP ACTIVITIES AND MEMBERSHIPS

- Co-Chair, MBA Student Association, Concordia University Chicago
- Member, Student Chartered Financial Analyst (CFA) Society Chicago