THE CAREER CENTER LOYOLA UNIVERSITY MARYLAND



SELLINGER SCHOOL OF BUSINESS SAMPLE RESUMES

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Debbie O'Credy

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OBJECTIVE

Highly motivated college sophomore seeking a summer internship or job opportunity in accounting.

EDUCATION

Loyola University Maryland, Sellinger School of Business, Baltimore, MD

Bachelor of Business Administration in Accounting and a concentration in International Business, expected May 20xx

• Overall GPA: 3.2; Major GPA: 3.5

WORK EXPERIENCE

Ricoh, Customer Administration Department, Intern – West Caldwell, NJ

May 20xx-August 20xx

- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts and document business transactions by using Oracle database system (iSuite)
- Monitored and reviewed accounting and related system reports for accuracy and completeness
- Prepared and reviewed invoices and accounting documents for customer profile updates in order to resolve accounting discrepancies
- Explained and communicated billing invoices and accounting policies to vendors and clients by phone or e-mail

United Nations OHRM/OASG, Staff Activities and Housing Unit, Volunteer - New York, NY

October 20xx-May 20xx

- · Conducted and established statistical trend analysis database for international Housing Unit
- Prepared and briefed HQ on the summary of findings of documentations/reports on housing activities
- Tracked UNICEF and other internal organizations' Housing Unit activities in order to establish housing requirements

Mountain Lakes Volunteer Fire Department, Captain – Mountain Lakes, NJ

September 20xx-June 20xx

- Volunteered over 300 hours of community service and exercise including live fire calls
- Established training exercise plans and conducted drills to train and lead the Junior Fire Fighter Volunteers
- Led and coordinated major efforts with fundraisers to accomplish the target goal
- Completed and graduated from Fire 1 training at the Morris County Fire Academy

New York Mayoral Campaign Candidate, Congressman Tony Smeltz, Intern – New York, NY

June 20xx-August 20xx

- Placed cold calls for campaign donations and interviewed local New Yorkers to solicit petitions to place candidate on Mayoral Ballot
- Conducted research on demographics and generated statistics on previous elections to gain understanding of voting tendencies by district for developing campaign strategy
- Assisted with coordination of speeches, appearances, special events and fundraising activities

ACTIVITIES

Evergreens, First Year Orientation Leader - Baltimore, MD

February 20xx-Present

- Serve as a role model for incoming students and address their concerns and issues throughout the summer and during the first year
- Lead the first year students in a variety of service initiatives as a member of the Service Committee

Student Leadership Corps (SLC), Member – Baltimore, MD

September 20xx-Present

• Develop deeper knowledge of leadership skills through open communication and seminars

Relay for Life, Loyola Chapter, Fundraising Committee – Baltimore, MD

September 20xx-Present

• Oversee and organize fundraising events to help raise money for cancer patients

WLOY Loyola University Radio, DJ – Baltimore, MD

September 20xx-Present

· Host a weekly radio show which discusses news, sports and weather

Squash Club, *Member* – Baltimore, MD **BSA Fashion Show,** *Model* – Baltimore, MD

January 20xx-Present February20 xx-April 20xx

Youth Advisory Council for Congressman Robert Kardashian, Member – Morristown, NJ

September 20xx-May 20xx

- Discussed environmental issues and concerns over war in Iraq and brainstormed potential solutions and reforms
- Interviewed government officials and toured Federal Research Facilities
- Participated in facilities tour at Picatinny Arsenal with Congressman Kardashian on weapon technology capabilities review

JEN BIZZ

Permanent Address: 8899 Entrepreneurial Rte Chatham, NY xxxxx (xxx) xxx-xxxx School Address: 4501 N. Charles St, MS xxx Baltimore, MD 21210 jbizz1@loyola.edu

EDUCATION

Loyola University Maryland, Sellinger School of Business, Baltimore, MD

Bachelor of Business Administration: Degree in General Business

Expected May 20xx

- Cumulative GPA: 3.9
- Honors Program: Sellinger Scholars

Denmark International School at University of Copenhagen, Copenhagen, Denmark

August-December 20xx

• Completed five courses focusing upon international business

ACADEMIC AWARDS

Dean's List: The Sellinger School of Business and Management

All Semesters

Beta Gamma Sigma (The International Honor Society, Recognizing Business Excellence)

20xx-Present

General Business Award - Nominated by faculty as single recipient out of 30 students

20xx-20xx

WORK EXPERIENCE

Nationwide Mutual Insurance Company, Warwick NY & Baltimore, MD: Account Management Intern

May 20xx-May20xx

- Provided high quality customer service and promoted company image
- Tracked warned accounts to reduce policy cancellations and followed up on late payments
- Recorded information on automobiles, homes, boats and motorcycles for premium quotes
- Followed up on pending claims and processed policy payments

Morgan Stanley, Goshen, NY: Financial Intern

Summers 20xx-20xx

- Provided information on a range of mutual funds through contact with Morningstar's website and personnel to enable the financial advisor to evaluate the funds
- Developed correspondence to provide information on account status and assisted in providing software solution for everyday support of financial advisors' needs
- Worked directly for one of the office's top advisors to assist him in developing correspondence to provide clearly written account summaries addressing ongoing client inquiries
- Supported marketing by creating an extensive mail merge targeted at Loyola University alumni
- Acclimated new financial advisors during their beginning weeks at Morgan Stanley to provide a smooth transition from their previous firm as well as transferring their accounts into the firm

EXTRACURICULAR INVOLVEMENT

Care-A-Van. Baltimore MD: Volunteer

Fall 20xx

Participated in food preparation and serving meals for a combined total of 20 hours

EBLO (Education Based Latino Outreach), Baltimore MD: Volunteer

Spring 20xx

Tutored 1st graders with their homework and English speaking skills at a public city school for 3 hours every week

CHINA TRAVELER

(xxx) xxx-xxxx • china.traveler@gmail.com 78 Overseas Road Cambridge, MA xxxxx

OBJECTIVE:

To obtain a position within the investment sector with an international company.

EDUCATION:

Loyola University Maryland, Sellinger School of Business

Baltimore, MD

Bachelor of Business Administration, May 20xx

Major: International Business Minor: Asian Studies

• Overall GPA: 3.5; Dean's List: Spring 20xx-Spring 20xx

Beijing School of International Business and Economics

Beijing, China

• Dean's List Fall 20xx

• Relevant Courses: Chinese Economic Business Systems, China in the World Economy

Cambridge High School

Cambridge, MA

Graduated with Honors, May 20xx

EMPLOYMENT:

Fidelity Investments

Marlborough, MA

June-August 20xx Student Intern, Workplace Investing/Sales-Emerging Market

- Assisted the Senior Vice President of Workplace Investing/Sales in overseeing the development and sales of all Fidelity retirement plan offerings in the Emerging Market marketplace.
- Attended Workplace Investing National Sales Meeting.
- Prepared various sales data spreadsheets and PowerPoint presentations for Senior Vice President.
- Participated in client presentations and Webex meetings.

Citigroup Global Markets, Inc.

Boston, MA

May-August 20xx

Student Intern, Smith Barney-Wealth Management Group

- Assisted the Vice President of Wealth Management in identifying and developing investment strategies for and contacting prospective clients.
- Prepared and presented morning market briefings for Financial Advisors.
- Compiled financial analyses and participated in client presentations.
- Completed a project which identified a potential client market, developed a database and implemented marketing strategies currently being used by Financial Advisors.

Medford Volkswagen

Medford, MA

Summers 20xx-20xx

Assistant to the Comptroller

- Provided assistance in the areas of payables, receivables and inventory control.
- Accepted payments from customers and reconciled in the company's computer system.

ACTIVITIES:

Lovola University Maryland

Baltimore, MD

Student Ambassador – Office of Undergraduate Admission

• Conduct tours of Loyola University for groups of prospective students and their parents while presenting a professional overview of the campus, academic programs and student life.

Tutor – Center for Community Service and Justice

 Selected for St. Mary's Partnership Homework Assistance Program as a math tutor for middle school students.

Member – American Cancer Society

• Serve as a Relay for Life event planning member.

SKILLS:

Computer: Microsoft Word, Excel, PowerPoint and Internet proficient

Language: Conversational in Mandarin Chinese and Spanish

INTERESTS:

International Travel: Africa, Belgium, China, Denmark, England, Ireland, Netherlands, Singapore, Spain

Dee Ziner

Permanent: 2100 Clientele Avenue • Burlington, VT xxxxx • dee.ziner@gmail.com Campus: 4501 North Charles Street • Baltimore, MD 21210 • xxx. xxx. xxxx

EDUCATION

Loyola University Maryland - Baltimore, MD

Bachelor of Arts in Communication, Specialization in Advertising & Public Relations Expected May 20xx

Marketing Minor

Cumulative GPA: 3.7

Recipient of Dean's List Honors

All Semesters

Public Relations Student Society of America; Loyola Chapter
 September 20xx – Present

o President, 20xx-20xx

• Financial Management Association of Loyola, *Member* September 20xx – Present

Loyola Marketing Association, *Member* September 20xx – Present

WORK EXPERIENCE

Ice & co. – Morristown, NJ

Founder & President

Established a boutique company (www.iceandcompany.com) with an ambition to fulfill the needs of every fashionista

• Execute every role of the company ranging from creating and designing, to marketing, promoting, and selling the handmade fashion accessories & jewelry to a female target audience ranging in ages 15 up to 40

Conde Nast Publications/Lucky Magazine - New York, NY

June 20xx – August 20xx

October 20xx – Present

Intern; Advertising/Sales & Creative Services

• Selected as one of 54 interns, out of 5,390 eligible applicants

- Assisted the executive assistants to the Publisher and the Associate Publisher of Lucky Magazine with administrative duties
- Performed administrative responsibilities including finding specific client edit credits, handling mass monthly mailings, constructing sales presentations/edit credit accordions and media kits to going on/executing numerous sales calls

Polo Ralph Lauren – New York, NY

May 20xx - August 20xx

Intern; Marketing & Public Relations (Corporate Office)

- Interacted with and assisted both publicists as well as stylists in successfully delivering a positive message for the Ralph Lauren brand in a challenging, demanding and fast paced Marketing & Public Relations departments
- Updated and organized the PR Sample closet, logged in/out loan samples and inputted them into company database
- Created, categorized and worked with Plano-grams, photo shoot schedules and advertising mailers as well as attended line walk-throughs, market week meetings, weekly department staff meetings and style-outs

Steve Madden Ltd - Long Island, NY

May 20xx - August 20xx

Intern; Marketing & Public Relations (Corporate Office)

- Consulted with various market brands in daily meetings that expressed interest in co-branding or working with Steve Madden Ltd
- Corresponded with publicists, stylists, magazines and other Public Relation associates on a daily basis working on creating, styling, and visualizing looks which would later receive product placement and/or appear in wholesale mailers
- Assisted with pre-planning to execution of multiple corporate/public events and national promotions/contests, as well as visualizing the desired outcome of gaining customer loyalty and brand recognition

JCrew – Paramus, NJ

January 20xx – July 20xx

Retail Brand Representative/Sales Associate

- Engaged in assisting customers put together trendy looks based on classic clothing, accessories and shoes
- Executed in store sales, returns and on line orders as well as cash wrap

Dee Ziner – Page 2

RELATED VOLUNTEER/CHARITY WORK

National Alliance on Mental Illness (NAMI) – Baltimore, MD

January 20xx - May 20xx

Head Chairperson of Public Relations

 Created and maintained constant and positive communication, united ideas, generated step-by-step blueprints and successfully executed numerous fundraisers/events/informational pieces, to in return powerfully increase awareness, supply extra finances, and most importantly maintain the positive image behind NAMI

The Club at Collington Square – Baltimore, MD

January 20xx – May 20xx

Volunteer 1 -

• Contributed a minimum of six hours a week serving as a mentor, friend, tutor and confidant to Baltimore City's impecunious youth (ranging in ages 4-16) who are living in extreme poverty, abusive, dysfunctional and broken families, and receive government welfare and/or assistance

Special Stars – Paramus NJ

September 20xx – May 20xx

Volunteer

- Served as a team counselor working with children with autism (ages 3-18)
- Coached, mentored and inspired children with autism the fundamentals of soccer, basketball, and baseball
- Learned valuable leadership and organizational skills

SKILLS

- Skilled in Microsoft Word, Excel, Access, Outlook as well as Adobe Photoshop and Adobe Illustrator
- Proficient in both Apple (Mac OS) and PC Operating Systems
- Conversational in both Spanish and Italian

65 Security Boulevard Mount Sinai, NY xxxxx (xxx) xxx-xxxx ntgence@loyola.edu

Education:

Lovola University Maryland, Sellinger School of Business

Baltimore, MD

Bachelor of Business Administration, Management and Management Information Systems (double concentration), expected May 20xx

Overall GPA: 3.45

St. Anthony's High School

Information Technology Intern

South Huntington, NY

High School Advanced Regents Diploma, May 20xx

Honors: Dun Scotus Award; Alvernian Chapter of National Honor Society (9/xx-5/xx)

Experience: Leukemia and Lymphoma Society (LLS)

Melville, NY

6/xx-present

- Help organize events for the benefit of cancer research
- Enter and retrieve data from the LLS database
- Utilize Microsoft Excel daily for various projects including donor spreadsheets, tracking of online payments and budgetary records

Loyola University Maryland, The Career Center

Baltimore, MD

Office Assistant

9/xx-5/xx

- Answered phones and greeted incoming employers, students, alumni and faculty/staff
- Assisted with the development of flyers and marketing materials for upcoming events
- Entered, copied and filed job/internship vacancies using Hounds4Hire and assisted with other administrative duties as required

Investment Technology Group (ITG)

New York, NY

Sales and Trading Intern

6/xx-7/xx

- Built spreadsheet database of all sales and trading personnel by account coverage
- Managed account revenue data by sales region and color coded to identify differences
- Worked on presentation in preparation for mid-year review with CEO of firm
- Shadowed brokers on the trading floor
- Completed 20 continuing education credits in Finance at the New York Institute of Finance (courses completed in Equities, Derivative Instruments and Securities)

Skills:

- Proficiency in database management and querying, networks and security, and data mining with SAS Enterprise Miner
- Proficiency using Microsoft Word, Excel, PowerPoint, and Access

Volunteer/ **Activities:**

Loyola Alive, *Member* Cristo Rey Jesuit High School, Tutor 9/xx-9/xx9/xx-4/xx

Loyola University Maryland Chorale, Member

12/xx-5/xx