

Clark Kent
100 Milky Way
University of Younameit
Smalltown, PA
(202) 555-1234

EDUCATION

University of Missouri-Columbia, School of Journalism
Bachelor of Journalism in Public Relations
Minor: Sports Administration
Anticipated Graduation Date: May 2000

WORK EXPERIENCE

College Mascot, *Intercollegiate Athletics Department*, University of Missouri-Columbia
September 1992-present

- Increased attendance at University functions by 50 percent each year
- Represented the University at a variety of campus functions including sports activities, academic affairs and community events
- Inspired students to become involved in various MU activities

Student Intern, *Sports Marketing and Promotions Office*, University of Missouri-Columbia
September 1993-present

- Arranged special promotions with area businesses for athletic events
- Created special event advertisements using desktop publishing
- Supplied reporters with facts for use in stories on MU players, coaches, and teams

Career Specialist, *Career Center*, University of Missouri-Columbia
January 1990-May 1992

- Participated in over 120 hours of paraprofessional training with emphasis on communication skills and ethics
- Administered and interpreted a variety of career and interest assessments to students
- Facilitated career-related workshops and seminars as a member of the Outreach Team

VOLUNTEER EXPERIENCE

Volunteer, Humane Society, January 1991-present

Publicity Co-chair, Habitat for Humanity, September 1994-December 1995

Student Spokesman, Ronald McDonald House, June 1993-September 1994

HONORS/ACTIVITIES

- Dean's List - Ten Semesters
- 1995-96 Chi Alpha Theta President
- Society of Professional Journalists
- Big 8 Mascot of the Year
- 1990 Cat Classic Champion

References Available Upon Request

Anita Job

Full-time

3789 Goforit Avenue Omaha, NE (402) 489-XXXX

PROFESSIONAL OBJECTIVE

A position in which my organizational abilities, human relations skills, graduate education and past work experience will be utilized to best benefit the institution

EDUCATION

Master of Science in Counseling, December 19xx
Specialization: College Student Personnel Services
University of Nebraska at Omaha, Omaha, NE

Bachelor of Science in Education
Major: Elementary Education
University of Nebraska at Kearney, Kearney, NE

EXPERIENCE

Counseling & Assessment

- Advised 400+ students on degree requirements; nominated students for award of degrees
- Administered exams to over 500 students to include Career Assessment Inventories, Strong Interest Inventories, and Graduate Record Examinations
- Provided advice to students concerning resume development, job-search strategies, and interviewing techniques

Budget Management

- Managed \$1.8 million tuition assistance budget
- Projected fiscal year financial requirements and provided narrative justification
- Created daily, quarterly, and annual reports with Microsoft Word and Microsoft Excel

Marketing and Communication

- Publicized career related events by speaking at student organizational meetings, writing promotional letters and distributing public service announcements to targeted publicity outlets
- Edited and updated the annual Education Services Center informational brochure
- Created comprehensive guidebook delineating the steps and procedures involved in processing tuition assistance applications

EMPLOYMENT

Education Services Specialist, Education Services Center, 19xx - 19xx Offutt Air Force Base, Omaha, NE.

Intern, CBA Advising Center, Fall 19xx University of Nebraska at Kearney

PROFESSIONAL AFFILIATIONS

American Counseling Association
National Career Development Association
Philanthropic Educational Organization

COMPUTER SKILLS

Experienced with IBM, IBM-compatible and Macintosh computers