**JANE SMITH**

|  |  |
| --- | --- |
|  123@xyz.com **•** 123-456-7890 | **•** 123 Mockingbird Lane, Normal IL 61761 |
| **EDUCATION** |
| Illinois State University | Normal IL |
| *Bachelor of Science in Marketing* | May 2013 |
| **Cumulative GPA: 3.8/4.0** | Dean’s List: Fall 2009-Fall 2011 |
| Robert G. Bone Scholarship Award nominee | Spring 2012 |
| Leicester University, England - Study Abroad Program | Jan. 2011-May 2011 |
| **INTERNSHIP EXPERIENCE** |
| *Country Financial* | Bloomington IL |
| **Marketing Intern** | May 2012-Present |

* Work independently and within teams to plan, develop and implement a variety of marketing and training-related projects including social media strategies and print materials
* Assist with manual and administrative tasks such as meeting minutes, campaign mailings, and meeting preparation

**LEADERSHIP & ACTIVITIES**

*Alpha Kappa Psi, Professional Business Fraternity*

**Founding Member** Fall 2009-Present

* Helped fraternity evolve and grow from 15 members to over 80 members
* Attend professional speaker events to broaden perspective in field of business
* Sustain interactive involvement within the fraternity

**Service Chairman** Spring 2012

* Planned and organized events for members to volunteer time
* Met with Service Committee on bi-weekly basis to gain insight
* Planned and organized blood drive by partnering with the American Red Cross

**Business Week Mentor** Spring 2012

• Nominated by State Farm Hall of Business Faculty

• Served as role model and pre-professional coach for underclassmen

*Salvation Army Canteen Run for Homelessness* Chicago IL

**Event Planner** Aug. 2011

* Organized and led fundraiser for partnering against homelessness that raised $538
* Promoted fundraiser through radio, television, newspaper, church bulletins, and email

**Travel Planner** March 2011

* Planned five-week backing trip across Europe for group of three people
* Led group to Amsterdam, Netherlands by arranging transportation, accommodations, site-seeing, and other activities

**COMMUNITY SERVICE & VOLUNTEER WORK**

*Brain Injury Association of Illinois State University* Normal IL

**Volunteer** June 2011

• Visited with campers and assisted during meals and activities

• Learned to understand and communicate with people with disabilities

*Humane Society, Local Nursing Home, Relay for Life*

 2010-2012

**WORK EXPERIENCE**

*Logan’s Roadhouse* Normal IL

**Team Leader and Waitress** Nov. 2011-Present

* Develop and enhance interpersonal and communication skills
* Direct and manage up to seven staff members as a closing lead staff member
* Further develop leadership skills including time management, organization, and delegation of duties