

# Resume Tips Worksheet, Checklist, & Examples

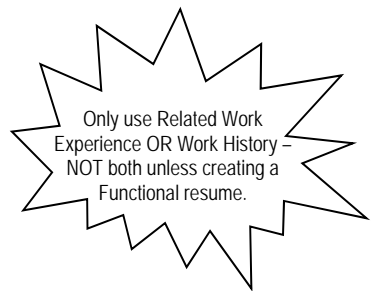
1. Your resume should have a visual appeal that is easily read. Use a clean font (such as Arial or Times New Roman) with title and contact information at 14-16 point, section headings at 12 point, and content at 10-11 point. Be consistent with formatting – always place information in the same place within each entry. Avoid simply filling in the blanks on templates. Print a template and use it only as a guide! Remember, if you see grid lines, so does the person viewing it electronically.
2. Proofread your resume to ensure there are no spelling, typographical, or grammatical errors. Utilize a dictionary and a thesaurus. Do not rely on spell check. Be careful of word choice and redundancy. Use action words. Have it reviewed by a professional at UCO Career Services.
3. Organize information to have maximum impact on the reader – use reverse chronological order because the most important and applicable experiences, education, etc. are likely to be most recent. Also remember that the information noticed first will be toward the top and left of the page (ex. the job position/title should be listed on the left instead of the employment dates). Be sure to highlight your skills early.
4. Avoid overcrowding. Leave at least .5-inch horizontal and vertical margins. Use capitalization, underlining, bold type and spacing to make your resume easy to read and emphasize the important points. Do not overuse these options.
5. When describing your experiences use actions words to create more powerful sentences. Avoid “I”, “My”, “responsible for” and “duties included” before each description. Begin with action verbs and paraphrase your information. All verb tenses should agree. The objective should be in present tense, present experiences in the present tense, and past experiences in the past tense. Do not shift tenses.
6. One to two pages. If you are a recent graduate, one page is considered best. If you have 10 years of extensive work experience per page, it is acceptable to use two pages. The second page should fill  $\frac{3}{4}$  of the page; and put name and page two at the top. If your information barely goes to a second page, help it fit to one page by placing job position/title and place of employment on the same line. Some degrees necessitate two pages. For example, Federal KSAs – (Knowledge, Skills, & Abilities).
7. Use bullets to emphasize points, and avoid long sentences. Using bullets or writing your information in a list format is easier to read. Do not overuse your bullets or symbols; best in two to three areas of the resume only. Be consistent in use of bullets; do not switch from arrows to circles.
8. Spell out all abbreviations the first time you mention something (ex. “University of Central Oklahoma (UCO)”...then you can simply use “UCO” when you refer to it again...“UCO Baseball Team”). The only exception is states, so Oklahoma can always be referred to as “OK”. Complete degree titles should be written (ex. Bachelor of Science in Psychology).
9. Results sell – include quantifiable measurements and stress actions that resulted in accomplishments (ex. supervisor ratings, productivity increases by percentage, number of people you manage). Avoid filling up the resume with a laundry list of functions and responsibilities. Instead, grab the employers attention with specific projects, skills that you used, and initiatives that you took.
10. Speak the employer’s language. Include industry specific terms (except abbreviations), required skills that you have experience with, and software proficiencies. If possible, use the job description to describe your skills in the resume.
11. Choose 100% bond paper in a conservative color such as white or off-white. Avoid speckled paper, as it appears to have dots when scanned. Always print on only one side of a sheet, and do not fold or staple your materials.
12. Always update your contact information and have a professional email (like your UCO email address). sweet60@, KaptainKarl@, bomshellbabe@, soonerbred@ or beergut@, etc. are NOT good for a job search!

## Resume Styles

- ◆ **Reverse Chronological:** lists your education and experience with the most recent first (this is a traditional style).
- ◆ **Reverse Chronological with a Skills/Profile section:** lists your education and experience with the most recent first, and includes this section either after the objective or combined with the objective at the top of the resume (popular style).
- ◆ **Functional:** highlights your skills obtained from work experience, education, and activities: followed by a separate work history section. Functional resumes are less common, but are best used when:
  - there are gaps in dates/work history (functional style emphasizes skills more than dates);
  - there is an extensive work history (many jobs with similar responsibilities); Functional style summarizes skills obtained from professional experience, followed by the work history to avoid redundancy of job descriptions;
  - there is an extreme career change where past job titles do not accurately prove relevance; and/or
  - highlighting skills gained through education because there is less applicable work history.

## Sub-Headings

- ◆ **Contact Information:** include name, address, phone number and e-mail address, professional networking website such as Linked-In (*if applicable*), NOT Facebook, and/or professional website at the top of the page. This look becomes your personal letterhead.
- ◆ **Objective:** (*optional, but NOT preferred*) list after the name and address heading; include the position and/or career field you are seeking employment. It is best NOT to list general information that would apply to any candidate. If you do not know what career field you are pursuing, use a broad statement (ex. “Seeking a professional career in business. Special interests in...”); however, the statement needs to be specific to a particular job.
- ◆ **Skills:** (*optional, but preferred by employers*) summarize skills you have obtained through your education, work experience, activities, or volunteerism that *relate to your objective*. This section is now more important to employers than your objective. It is listed after your objective, combined with the objective, OR in place of the objective. Other titles used for this section are: **Profile, Summary, Qualifications, Highlights of Qualifications**. See examples of different skill/profile sections in the Career Resource Library.
- ◆ **Education:** list only schools from which you have received a **professional degree or certificate**, as well as **continuing education coursework** (do not list high school unless you are applying to that school district); Write out degree(s), name of school, city and state. *GPA* is *optional* for most careers; you can also include your Major GPA along with your overall GPA.
- ◆ **Related Coursework:** (*optional*) listing coursework related to your career objective can be listed in a 1 or 2 column list format; it is best to include this section if you need to fill in space on your resume OR if you have taken coursework outside of your major that would specifically relate to the career field you are seeking OR if you are seeking an internship.
- ◆ **Related Work Experience:** list any jobs, volunteer, or internship experiences related to what you are seeking. List the main responsibilities held at each position, which are relevant.
- ◆ **Work History:** list any jobs you choose to show a consistent work history. List your position, name of employer, city and state, and dates held. (You **do not** need to list responsibilities in your *Work History* if you are including a *Related Work Experience* section) unless you feel it is relevant. If you **do not** have any related work experience, you can combine your experience (typically five years or fewer) in one Experience or Work History section.



- ◆ **Activities and Honors:** (*optional*) include organizations, volunteer work, community involvement, schools awards, and scholarships. If you include honors and activities that relate specifically to your education, you can list this as a *sub-heading* under education (*dates optional*). Another title for this section could be **Organizational Involvement**.
- ◆ **Volunteerism:** (*optional*) this heading can either be listed separately *or* you can list your volunteer work in your Activities section. Listing volunteerism as a separate heading would place more emphasis on your volunteer work. You can also list your volunteer work under *Related Experience* if it is *relevant to your career objective*. Another title for this section could be **Community Involvement**.
- ◆ **References:** (*References: available upon request is optional*) create a separate document with three to five professional references and their contact information. Remember to list your name and/or address heading at the top of the page. Most employers will not ask for references until the day of the interview.

Additional Career Resource Guides, such as Job Search Tips & Websites, Interviewing Tips & Questions, and much more are available online at [careers.uco.edu](http://careers.uco.edu) and in the Career Resource Library (NUC 338).



# Resume Worksheet

The Resume Worksheet is designed to help you organize information and create a chronological-style resume. The headings do not have to be listed in this exact order, as another order may work better for you or the position you are seeking.

For your contact information, include your name, which should be the largest font on the page, and bolded. Also include your address, area code and phone number, and an e-mail address you check often.

**OBJECTIVE:** Position you are seeking. This is not what you hope to learn or gain from the experience. No pronouns, short & concise statement

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**PROFILE / SUMMARY/ SKILLS / STRENGTHS / QUALIFICATION HIGHLIGHTS:** Complete this section last. Review everything on this worksheet and consider what experiences stand out or are impressive. What are skills, strengths or talents you want the employer to definitely see? What skills transfer from one position to the next? Bullets are recommended.

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**EDUCATION:** Only list schools from which you have degrees, certificates, or related training. The exception is to list the place where you are currently earning a degree, such as UCO.

Use reverse chronological order. See example for how to write about your degree from UCO.

University of Central Oklahoma (UCO), Edmond, OK  
**Bachelor of Arts in English**, Expected Graduation May 2014  
Overall GPA x.x/4.0 (list both or either), Major GPA x.x/4.0

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**RELATED WORK EXPERIENCE:** Remember reverse chronological order and list specific skills to the profession. Include special training, certifications, recognitions, or accomplishments. Include as many experiences as you have using the format provided. Bullets are recommended.

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Name of employer and location (city and state or country)

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Position(s) held and dates (month and year)

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List main responsibilities (start with action verbs for list, bulleted and paragraph formats)

**WORK HISTORY / ADDITIONAL EXPERIENCE / EMPLOYMENT HISTORY:** Focus on transferable skills. Include special training, certifications, recognitions, or accomplishments. Include as many experiences as you have using the format provided.

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Name of employer and location (city and state or country)

---

Position(s) held and dates (month and year)

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List main responsibilities (Use bullets and action verbs)

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**MILITARY SERVICE:** Include any military experience, including branch, training, rank, and dates. Be sure to list deployment/operation name and country, Military Occupational Specialty (MOS) job description, number of people supervised, promotions, and schools attended.

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**HONORS / CAMPUS INVOLVEMENT / COMMUNITY INVOLVMENT / VOLUNTEERISM:** Use bullets and write the full name of all organizations and which chapter you were involved with (ex. UCO Association for Women in Communication).

For organizations named with Greek letters, explain what it is (ex. UCO Lambda Pi Eta – Communication Studies Honor Society). For organizations that are considered traditional “Greek chapters”, you have the option to list the name of the chapter; if you are uncomfortable with listing the name, list “UCO Social Fraternity”.

Also, for organization names which would share your religious, political or other personal information, you may decide what to include. You can use the organization name or simply state “UCO Religious Organization”.

Include the organization name and any positions held, including member or volunteer, along with the dates or years of membership. The dates are optional.

**REFERENCES:** Include three to five professional references (faculty count) on a separate page. Only include a statement of “References Available Upon Request” if you need help filling the page.

## EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Abstracted	Built	Critiqued	Examined	Increased	Met	Provided	Spoke
Accomplished	Calculated	Cultivated	Exceeded	Indexed	Minimized	Publicized	Stimulated
Achieved	Cared	Dealt	Excelled	Indicated	Modeled	Published	Strategized
Acknowledged	Chaired	Debated	Expanded	Influenced	Modified	Purchased	Streamlined
Acquired	Charged	Decided	Expedited	Initiated	Monitored	Queried	Strengthened
Acted	Chartered	Defined	Experimented	Inspected	Narrated	Questioned	Stressed
Activated	Checked	Delegated	Explained	Instituted	Negotiated	Raised	Studied
Adapted	Clarified	Delivered	Explored	Integrated	Observed	Ran	Substantiated
Addressed	Classified	Designed	Expressed	Interpreted	Obtained	Ranked	Succeeded
Administered	Closed	Detected	Extracted	Interviewed	Offered	Rationalized	Summarized
Advertised	Coached	Determined	Facilitated	Introduced	Operated	Read	Synthesized
Advised	Co-authored	Developed	Fashioned	Invented	Ordered	Reasoned	Supported
Advocated	Collaborated	Devised	Financed	Inventoried	Organized	Recorded	Surveyed
Aided	Collected	Diagnosed	Fixed	Investigated	Originated	Received	Sustained
Allocated	Comforted	Directed	Followed	Judged	Overcame	Reduced	Symbolized
Analyzed	Communicated	Discovered	Formulated	Kept	Oversaw	Referred	Tabulated
Answered	Compared	Discriminated	Fostered	Launched	Participated	Related	Talked
Anticipated	Completed	Dispatched	Founded	Learned	Perceived	Relied	Taught
Applied	Complied	Displayed	Gained	Lectured	Perfected	Reported	Theorized
Appraised	Composed	Dissected	Gathered	Led	Performed	Researched	Trained
Approved	Computed	Documented	Gave	Lifted	Persuaded	Responded	Translated
Arranged	Conceived	Drafted	Generated	Listened	Planned	Restored	Upgraded
Ascertained	Conducted	Drove	Governed	Located	Practiced	Revamped	Utilized
Assembled	Conserved	Edited	Guided	Logged	Predicted	Reviewed	Validated
Assessed	Consulted	Eliminated	Handled	Made	Prepared	Scanned	Verified
Assisted	Contracted	Empathized	Headed	Maintained	Presented	Scheduled	Visualized
Attained	Contributed	Enabled	Helped	Managed	Prioritized	Schemed	Won
Audited	Converted	Enforced	Identified	Manipulated	Produced	Screened	Wrote
Augmented	Cooperated	Enlightened	Illustrated	Mapped	Programmed	Set goals	
Authored	Coordinated	Enlisted	Imagined	Mastered	Projected	Shaped	
Bolstered	Copied	Ensured	Implemented	Maximized	Promoted	Skilled	
Briefed	Correlated	Established	Improved	Mediated	Proposed	Solicited	
Brought	Counseled	Estimated	Improvised	Memorized	Protected	Solved	
Budgeted	Created	Evaluated	Inaugurated	Mentored	Proved	Specialized	

## EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

Active	Conscientious	Effective	Forceful	Objective	Reliable	Successful
Adaptable	Cooperative	Efficient	Honest	Open minded	Resilient	Tactful
Adaptive	Creative	Energetic	Independent	Outgoing	Resourceful	Tenacious
Adept	Dedicated	Enterprising	Innovative	Personable	Self-confident	Well-Organized
Aggressive	Dependable	Enthusiastic	Instrumental	Pleasant	Self-motivated	
Analytical	Determined	Exceptional	Keen	Poised	Self-reliant	
Assertive	Diligent	Experienced	Logical	Positive	Sensitive	
Broad-Minded	Diplomatic	Fair	Loyal	Practical	Sharp	
Committed	Disciplined	Familiar	Mature	Productive	Sincere	
Competent	Discreet	Firm	Methodical	Receptive	Strong	

UCO Career Services ~ 405-974-3346 ~ NUC 338 ~ [careers.uco.edu](http://careers.uco.edu)



# Resume Checklist and Examples

(with reference page)

## Fast Checklist for Proofreading Your Resume

- \_\_\_\_\_ Is the layout/format pleasing to the eye and utilizing white space?
- \_\_\_\_\_ Does the resume fit well on the page, as opposed to appearing cramped together or not full? If it is more than one page, consider removing some of the descriptors of older jobs, or placing a job title and place of employment on the same line. To avoid using space for several part-time jobs that do not relate to your degree or goals, state “I have worked 20 hours per week throughout school” in either your Profile section or under your degree in the Education section.
- \_\_\_\_\_ Is the resume on 20 lb. bond paper, a.k.a. resume paper, and is the print at least 10 point font?
- \_\_\_\_\_ Does the resume utilize bullets and avoid paragraphs, long sentences, odd fonts and abbreviations?
- \_\_\_\_\_ Do your bullet points begin with action verbs and those in the correct tense (i.e. old jobs in past tense, current in present tense)?
- \_\_\_\_\_ Does the resume use bold, italics or underlining appropriately to highlight your most important information?
- \_\_\_\_\_ Is the most important information located on the left side of the page and near the top of the page whenever possible (ex. the job title should be on the left instead of employment dates)?
- \_\_\_\_\_ Does the resume begin with items of most importance and relevance? Has extraneous material been eliminated? Is all the important information included?
- \_\_\_\_\_ Do the included items support your overall goal or objective statement?
- \_\_\_\_\_ Is the resume written in the best format (chronological, functional, combination) to show off your abilities?
- \_\_\_\_\_ Does the resume focus on specific information about experience, project outcomes, products, numbers whenever possible, etc.? Remember in your bullet points that quantified results are best when possible, such as supervisor ratings, number of letters of commendation received, customer satisfaction ratings, budget you were in charge of (for a student organization or event possibly), productivity increases in percentages, number of people you manage, etc.
- \_\_\_\_\_ Does the resume accomplish the purpose of getting you an interview? Is it focused enough so that the employer is clear on what kind of position you are seeking?

**CHRISTOPHER HARRISON**

2401 Mockingbird Hill \* Guthrie, OK 73044 \* (405) 555-8711

**PROFILE**

- Manage multiple projects simultaneously
- Communicate effectively with organizational leaders in both small and large group settings
- Wrote complete and detailed proposals
- Edited written materials for content and grammar
- Read and took notes on detailed and complex material
- Familiar with Microsoft Word, Excel, PowerPoint, and Adobe Photoshop software
- Excellent customer service skills in a high pressure, fast-paced environment
- Willing to travel

**ACHIEVEMENTS** Researched, wrote articles, and edited newsletter on current projects for the Oklahoma Wildlife Federation  
Raised \$2,500 for local chapter of the Sierra Club

**EDUCATION** University of Central Oklahoma, Edmond, OK  
**Bachelor of Arts, Political Science**, Expected Dec. 2013

**RELATED EXPERIENCE**

Oklahoma State Legislature, Oklahoma City, OK  
**Legislative Aide**, April 2011 – Present

- Review, edit, and proofread legislation, amendments to legislation, legal memorandums, and other written office documents
- Draft legislative resolutions and memorials
- Conduct policy and legal research

Oklahoma Political Committee, Oklahoma City, OK  
**Campaign Worker**, October 2009 - March 2011

- Distributed information throughout district
- Co-coordinated staffing of volunteers for fundraising

**ACTIVITIES** Public Relations Club  
**Member**, Fall 2011, Fall 2013  
Pi Sigma Alpha (Political Science Honorary Organization)  
**Vice President**, May 2012-Present, **Member**, Fall 2011-Present  
Oklahoma Energy Future Forum  
**Volunteer**, April 2012

**OTHER EXPERIENCE**

Outback Restaurant, Edmond, OK  
**Waiter/Server**, May 2010-Present

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## **CONNER STEVENS**

3908 East Redbud Lane

Edmond, OK 73034

(405) 555-0815

[cstevens@yahoo.com](mailto:cstevens@yahoo.com)

### **OBJECTIVE**

Summer internship in the Accounting field. Special interest in tax accounting

### **COMPUTER SKILLS**

Microsoft Office Suite including Word, Excel, and PowerPoint. Quickbooks

### **EDUCATION**

University of Central Oklahoma (UCO), Edmond, OK

**Bachelor of Science in Accounting**

Expected graduation date, May 2013

Major GPA 3.8/4.0

#### **Relevant course work:**

Financial Accounting

Cost Accounting

Economics

Business Finance

Managerial Accounting

Tax Accounting

Business Law

Introductory Computers

### **EXPERIENCE**

Sunflower Market, Edmond, OK

**Assistant Manager**, Jan. 2008 – Present

- \* Calculate daily and weekly sales reports
- \* Train new employees on all aspects of a supermarket from stocking to cashier duties
- \* Arrange employee work schedules for thirty-five employees in multiple departments
- \* Provide exemplary service to a variety of customers and co-workers

### **HONORS AND ACTIVITIES**

Accounting Club-Member, Fall 2011-Present

Homecoming Committee-Member, Fall 2012

Alpha Chi Honor Society-Member, Fall 2011-Present

UCO Wrestler, Fall 2008-Fall 2010

Little League Baseball-Coach, Summers 2009-2012

Black Student Association- Member, Fall 2010-Spring 2012

## MONICA CAMPBELL

1912 Second Street, #12-B  
Edmond, OK 73034  
(405) 555-3633  
[mcampbell@yahoo.com](mailto:mcampbell@yahoo.com)

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### OBJECTIVE

Seeking a Registered Nurse position

### PROFILE

- \* Two years experience in intensive care, emergency and home health care
- \* Extensive work with patients and families in life threatening situations
- \* Ability to remain calm and compassionate during stressful situations
- \* Teaching experience includes basic medication administration and daily living care to family caregivers

### EDUCATION and CERTIFICATION

University of Central Oklahoma (UCO) Edmond, OK  
Bachelor of Science, *Nursing*, GPA 4.0/4.0 May 2012

Passed *National Council Licensure Examination for Registered Nurses* March 2012

Rose State College Midwest City, OK  
Associate of Applied Science, *Nursing*, GPA 3.8/4.0 July 2009

### CLINICALS

\**Medical/Surgical II*, Mercy Hospital, Norman, OK October 2011 to December 2011  
\**Pediatrics*, Mercy Hospital, Oklahoma City, OK September 2011-October 2011  
\**Medical/Surgical I*, Union Hospital, Midwest City, OK February 2011-April 2011  
\**Geriatrics*, Leader Nursing Home, Oklahoma City, OK October 2010-December 2010  
\**Maternity*, Mercy Hospital, Oklahoma City, OK September 2010- October 2010

### RELATED EXPERIENCE

Mercy Hospital Oklahoma City, OK  
*Licensed Practical Nurse* October 2010 – Present

#### Intensive Care Unit

- \* Monitor patients' health by taking blood pressure, temperature and pulse
- \* Administer medications in a timely and accurate manner
- \* Respond to crisis situations calmly and professionally

#### Emergency Room

- \* Obtain personal information from patients being admitted to the emergency room
- \* Start IV's and perform required procedures for tests

## **CAMPBELL, MONICA**

Resume, Page 2

Mercy Hospice

*Licensed Practical Nurse*

- \* Cared for terminally ill patients in their homes
- \* Administered medications both orally and intravenously
- \* Trained family members to administer medications and care for patient's daily living needs

Oklahoma City, OK

Oct. 2007 – Aug. 2010

Oklahoma Blood Institute Sylvan N. Goldman Center

*Technician*

- \* Drew blood from donors
- \* Monitored blood pressure during donation process
- \* Screened donors

Edmond, OK

Oct. 2009 – July 2010

## **HONORS**

Who's Who Among American Colleges and Universities, Member, May 2012

President's Honor Roll, Fall 2010, Spring 2011, Fall 2011, Spring 2012

Graduated Valedictorian, UCO College of Mathematics & Science, Class of 2012

## **ACTIVITIES**

Bloodhounds (University organization sponsoring campus blood drives), Member, Fall 2010-Spring 2012

Blood Drive Coordinator Fall 2011-Spring 2012

Student Nursing Association, Member, Fall 2010-May 2012

Red Cross, Volunteer, October 2007-Present

## KEVIN FRANKLIN

10001 North Villa  
Oklahoma City, OK 73120  
(405) 555-0940  
[kfranklin@ucok.edu](mailto:kfranklin@ucok.edu)

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## PROFILE

### Operations Management

- Demonstrated talent for management of customer service operations.
- Skills include:
  - Proficient at Microsoft Word, PowerPoint, & Excel
  - Training and motivation
  - Staff Selection
  - Budgeting and financial control in a corporate profit-centered environment
  - Community relations and promotions
  - Conscientious application of policies, procedures, and systems for inventory and cash control

## RELEVANT EXPERIENCE

Radio Shack, Edmond, OK

**Assistant Manager**, May 2009 – Present

- Hire and train staff of 20 including Shift Managers.
- Improve service by increasing motivation and proposing customer service techniques.
- Attend regional sales meetings.
- Enhance operations by restructuring policies and procedures.

Johnnie's Charcoal Broiler, Edmond, OK

**Shift Manager**, May 2007- April 2009

- Trained staff of 10 and enforced policies and procedures.
- Oversaw every aspect of operations during shifts.
- Opened and closed store.

## EDUCATION

**Bachelor of Business Administration**, Information and Operations Management, May 2012

Emphasis in Operations Management and Analysis

Major GPA 4.0/4.0, Overall GPA 3.8/4.0

University of Central Oklahoma, Edmond, OK

- Financed 100% of education and expenses through full-time employment while attending school full-time

## ACTIVITIES

Management Club, President 2009 – 2011; Member 2010 to 2012

President's Leadership Council 2009 – 2012, Vice President 2010

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## **WILLIAM ROBERTS**

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1066 NW 33<sup>rd</sup> Oklahoma City, OK 73118  
Home:(405) 601-1111  
Cell: (405) 314-7890  
Email:wroberts@yahoo.com

### **EDUCATION**

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**Computer Science, Bachelor of Science** May 2011  
**University of Central Oklahoma**, Edmond, Oklahoma  
GPA 3.59

### **SUMMARY OF SKILLS**

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- Knowledge of multiple programming languages
- Proficiency in Java/C++/C#/Visual Basic/ PL/SQL
- Command of PHP, JavaScript, CSS, HTML
- Design and Coding skills
- Database design skills - Oracle/ SQL server
- Windows and Linux Certification

### **WORK EXPERIENCE**

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HLP Solutions Oklahoma City, OK (May 2009 – Current)

#### **Loan Counselor**

- Currently contracted to work for Vericrest Financial, Inc.
- Obtain knowledge with operating sophisticated software used within the company
- Work independently with clients and assist them in resolving their issues

Dell Inc. Oklahoma City, OK (August 2006 – December 2008)

#### **Customer Service Representative**

- Assisted customers in purchasing computer systems and resolving customer concerns and issues
- Earned many corporate awards in achieving customers satisfaction and company's goals
- Practiced and developed good customer service, communication, problem-solving, and team-building skills

Prime Realty, Inc. Oklahoma City, OK (February 2006-November 2006)

#### **Realtor**

- Handled all processes within real estate transactions
- Presented information to clients and customers regarding properties, and handled legal documentations.

### **HONORS**

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- University of Central Oklahoma Certificate of Achievement (2010-2011)
- University of Central Oklahoma Dean's Honor Roll (2010-2011)
- Oklahoma City Community College President's Honor Roll (2009)
- Oklahoma City Community College Vice President's Honor Roll (2007 – 2009)

### **VOLUNTEER EXPERIENCE**

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St. Andrew Charity Clinic, Oklahoma City, OK (May 2005 – December 2008)

- Provided assistance to staff which provides medical services free of charge to low-income patients
- Managed waiting area, assembled patient charts, and helped with patient admission

## Robert Smith

9942 Trickle Springs Road Edmond, OK 73013 · (580) 919-1234 · bobsmith@mail.com

### **TEACHING COMPETENCIES**

- Mathematics, World Geography, Science, Social Studies, Language Arts, Phonics
- Completed Wildlife workshop at Lake Arcadia for science lessons
- Knowledge of national core standards and essential academic learning
- Instructional skills include cooperative learning, questioning strategies, and concept development
- Utilized technology in advanced and basic classes to demonstrate concepts

### **EDUCATION**

**Bachelor of Science in Elementary Education**, December 2010, University of Central Oklahoma, Edmond, OK  
Licensure and Certification:

- Oklahoma Teaching Certification Received January 2012
- Oklahoma Teaching License Received January 2011

**Associate of Science in Elementary Education**, May 2009, Redlands Community College, El Reno, OK  
Phi Theta Kappa Honor Society, 4 semesters \*Aims Trio Scholarship

### **CLASSROOM TEACHING EXPERIENCE**

**Internship: Elementary Education: Fourth grade** August 2011-December 2011

James L Dennis Elementary, Putnam City Public Schools, Putnam City

- Taught language arts, social studies, math and algebra, literacy strategies, in an suburban school, using a variety of teaching and motivational strategies to encourage students to reach their potential.
- Identified areas of difficulty and prepared lessons to assist students in overcoming them.
- Incorporate technology to increase problem solving and reasoning abilities.
- Participated in parent teacher conferences, Attended service meetings, school events, and reviewed CORE curriculum.

**Practicum: Elementary Mathematics** January, 2010-May 2010

Coronado Heights Elementary, Putnam City, OK

- Instructed students of varied abilities in a 4<sup>th</sup> grade classroom.
- Designed special activities to demonstrate capacity concepts; reinforced learning through computer-assisted instruction. Attended in-service meetings and school events; observed and involved in daily activities.

### **RELATED EXPERIENCE**

**Tutor** March 2007- May 2009

Coronado Heights Middle School, Putnam City, OK

- Provided tutoring assistance to approximately twenty 7<sup>th</sup> & 8<sup>th</sup> grade math students during after school program.

### **PROFESSIONAL MEMBERSHIPS**

Phi Theta Kappa-Member, 2010-Present

Kappa Delta Phi-Member, 2011-Present

Student Oklahoma Education Association (SOEA)-Member, Fall 2010-Spring 2012

National Science Teacher Association (NSTA)-Member, May 2012-Present

## **William Smith**

**1202 W. Hwy. 64**  
**Van Buren, OK 73061**  
**580.784.1234**  
**wbroncho1234@gmail.com**  
**www.flickr.com/Wbroncho1234**

### **SUMMARY OF QUALIFICATIONS**

A team-oriented, brand communication graduate with a concentrated study in design layout and strategic media planning with proficiency in consumer relations. Skilled at using logical and analytical processes of problem solving demonstrating an ability to effectively exceed objectives.

### **CORE COMPETENCIES/SKILLS**

- InDesign
- Works well under pressure
- Photoshop
- Team player
- Microsoft Office Series
- Advertising Design
- Social Networking
- Writing-Digital Media Literacy

### **ACHIEVEMENTS**

- Constructed multiple media planning projects in educational atmosphere.
- Organized an in depth research strategy and implementation regarding Nissan’s multicultural demographics for collegiate competition.
- Seasoned sales associate directed towards customer service.
- Conducted training sessions for new hire employees.
- Managed client reservations for booking parties and special events.
- Negotiated event details and prices according to event specifications.
- Communicated the needs of the client to the managerial staff for events.

### **EDUCATION BACKGROUND**

The University of Central Oklahoma-Edmond, OK  
*Bachelor of Science- Mass Communications – Advertising*  
GPA 3.6/4.0

May 2012

### **BUSINESS EXPERIENCE**

Coach’s Bar & Grill; Oklahoma City, OK	Shift Leader	April 2009-Present
Tan & Tone America; Stillwater, OK	Head Sales Associate	May 2010-Present
Buddha Tao Asian Bistro; Oklahoma City, OK	Hostess	May 2008-June 2009

## **MARK WILLIAMS**

606 Noe Street  
San Francisco, CA 94114  
(415) 480-1212  
Mark.williams@gmail.com

**OBJECTIVE** Sales/Marketing position in the personal computer industry

**EDUCATION** **Bachelor of Science in Management**, May 2012  
Emphasis in Consumer and Managerial Economics  
Georgia Institute of Technology, Atlanta, GA

### **PROFESSIONAL EXPERIENCE**

#### **MARKETING/SALES**

- Marketed personal computer hardware and software
- Developed and implemented marketing and advertising strategies
- Performed sales work for auto parts chain store with annual sales exceeding \$35 million
- Recognized for impressive sales record and received quarterly awards for outstanding performance
- Performed general merchandise sales for large catalog sales store
- Participated in numerous microcomputer trade shows

#### **ORGANIZATION/PLANNING**

- Designed and developed educational and entertainment software for personal computers
- Developed peripheral hardware for microcomputers
- Implemented parts department reorganization for enhanced work flow
- Created effective in-store and window displays

#### **COMMUNICATION SKILLS**

- Communicated effectively with customers and employees
- Revised policy manuals and developed curricula for training sessions
- Supervised and trained sales personnel
- Presented material to supervisors and managers on peripheral hardware for inventory control

#### **EMPLOYMENT HISTORY**

Marketing/Sales Intern, Progressive Microproducts, Atlanta, GA, Jan. 2012 - May 2012  
Management Trainee/Salesperson, Grand Auto, Inc. Atlanta, GA, Jan. 2008 - Dec. 2011  
Salesperson, Consumers Distributing Company, Daly City, CA, April 2002 - Dec. 2007

#### **ACTIVITIES**

American Marketing Association, Fall 2010-Spring 2012  
Fundraising Chairperson, Delta Sigma Pi, a service fraternity, Fall 2011-Spring 2012  
Georgia Tech Sailing Club, Fall 2009-Fall 2011

#### **AVAILABLE UPON REQUEST**

Marketing Plan, Portfolio, and Additional References



# Robert Williams

**bobwilliams@gmail.com**

1234 Anywhere Street

Edmond, OK 73013

## OBJECTIVE:

To pursue internship or Co-op position in a laboratory setting that will allow me to enhance the skills, training and education in my Biology studies.

## STRENGTHS AND SKILLS:

- ◆ Experience using: micropipettes, light and dissecting microscopes, centrifuge, pH meters, spectrophotometer and gel electrophoresis plates
- ◆ Microsoft Office including Word, Powerpoint, & Excel
- ◆ Able to efficiently multi-task in a high pressure, fast-paced environment
- ◆ Excellent organizational, oral, and written communications skills
- ◆ Effectively managed academics and full time employment while personally financing my education

## EDUCATION:

University of Central Oklahoma, Edmond, OK

Bachelor of Science: Biology

Expected Date of Graduation: May 2015

## RELATED COURSES:

- |                             |                              |
|-----------------------------|------------------------------|
| ◆ Immunology                | ◆ Biochemistry               |
| ◆ Cell Biology and Lab      | ◆ Infectious Disease Seminar |
| ◆ Population Genetics       | ◆ Animal Biology and Lab     |
| ◆ Organic Chemistry and Lab | ◆ Endocrinology              |

## WORK EXPERIENCE:

Harold's Restaurant - Holiday Inn, Beachwood, OK

July 2011-Present

*Client Relations*

- ◆ Work in extremely high pressure and fast-paced environment
- ◆ Excel in teamwork with a professional and mature bar staff
- ◆ Handle financial transactions weekly

Max & Erma's Restaurant – Altus, OK

March 2008-July 2011

*Cashier*

- ◆ Trained restaurant staff including cashiers
- ◆ Assisted with setting high standards for personnel and cashiers
- ◆ Worked quickly and efficiently in fast-paced environment

UCO Career Services ~ 405-974-3346 ~ NUC 338 ~ [careers.uco.edu](http://careers.uco.edu)

## **BRIAN M. REBAR**

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1250 Skipper Rd, #38, Tampa, FL 33613 • (813) 977-7558 • rebar@metal.com

**OBJECTIVE:** Seeking a career in the Environmental Field

### **EDUCATION:**

Specialized Associate Degree in Environmental Technology, Anticipated May 2013  
Environmental Technology Center, Tampa, FL, Overall GPA: 3.8/4.0

### **Areas of Study:**

Surface Water Sampling	Hazardous Waste Operations
Ground Water Sampling	Wetland Management
Technical Support Skills	Underground Storage Tank Management
Air Quality Sampling	Soil Sampling

### **Field Work and Studies:**

- Assisted a biologist with a mollusk study conducted on the Myakka River
- Field trained in Surface and Groundwater sampling and data collection
- Familiar with decontamination protocol of equipment FDEP (Federal Department of Environmental Protection) guidelines
- Determined groundwater flow using a transit
- Experienced in well development, purging and installation
- Field trained in soil logging and identification using the Munsell Chart
- Field trained in Wetlands mitigation and delineation using state method (62-340 FAC)
- Performed Phase I Risk Assessment and Phase II Constraints Analysis
- Interpreted aerial photography and legal descriptions

### **Equipment Used:**

Kemmerer Stainless Steel Sampler	Hydrolab
Van Dorn Teflon Sampler	Ponar Dredge
Stainless Steel and Teflon Boilers	Isco Portable Sampler
American Sigma Water Sampler (3700)	Isco Flow Meter
Hester-Dendy Substrate Sampler	Transit
Global Positioning System (GPS)	Handheld Flowmeter
Level A, B, and C Safety Equipment	Peristaltic Pump

### **Computer Skills:**

Quattro Pro  
AutoCAD  
Microsoft Office Suite including: Word, PowerPoint, Excel, and Access

### **Certifications:**

- 40 Hour HAZWOPER Certificate (OSHA CFR 1910.120 (e) 3)
- American Red Cross First Aid and Adult CPR

### **WORK HISTORY:**

**Crew Leader**, Taco Bell, Clearwater, FL, May 2007-June 2011

**Stock Room Inventory Control**, Organizer Depot, Clearwater, FL, September 2004-February 2007

## **SHELLY MARTINEZ**

2198 S Broadway  
Edmond, OK 73034  
(405) 555-6420  
smartinez@mail.com

### **CAREER OBJECTIVE**

Seeking a professional career in Social Services. Special interests working with children and adolescents.

### **SUMMARY**

- Planned, organized, and presented special after-school programs for youth
- Presented proposal to community agencies for establishing a shelter for abused children
- Certified knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Ability to give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Patient, detail-oriented and very easy to communicate with.

### **EDUCATION**

**University of Central Oklahoma**, Edmond, OK  
Master of Arts, *Psychology*, Expected Dec. 2012  
Emphasis in **Counseling Psychology**, GPA 3.8/4.0

**Oklahoma Christian University**, Oklahoma City, OK  
Bachelor of Arts in *Family and Child Studies*, May 2009  
Minor in Community Health

### **RELATED EXPERIENCE**

**University of Central Oklahoma, Counseling Center**, Edmond, OK  
*Counseling Practicum Student/Volunteer*, May 2012 - present  
\* Provide counseling to students and alumni under supervision of professional counseling staff

**Red Rock Mental Health Center**, Chandler, OK  
*Case Worker, Intake Counselor*, May 2008 – Present  
\* Work with children and families in both home and community settings  
\* Provide intake counseling sessions with individual and groups  
\* Refer clients to other social agencies as needed

**Big Brothers/Big Sisters of Greater Oklahoma City**, Oklahoma City, OK  
*Volunteer*, March 2007 – Present  
\* Serve as role model for adolescents  
\* Tutor child with schoolwork when needed

### **HONORS AND ACTIVITIES**

Psi Chi (Psychology Honorary Organizations), President 2010, Member  
Church Youth Counselor, Local Edmond Church

**SHELLY MARTINEZ**

2198 S Broadway  
Edmond, OK 73034  
(405) 555-6420  
smartinez@mail.com

**PROFESSIONAL REFERENCES**

Dr. Joe Smith  
Professor of Psychology  
University of Central Oklahoma  
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Edmond, OK 73034  
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[jsmith@ucok.edu](mailto:jsmith@ucok.edu)

Jane Doe, MA, LPC  
Counseling Coordinator  
Red Rock Mental Health Center  
555 Sky Street, Suite 203  
Chandler, OK 73333  
(405) 222-1212

Jackie Johnson, MS, LMFT, LPC  
Counseling Supervisor  
University of Central Oklahoma  
100 N University Dr., Box 456  
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(405) 974-4444  
[jjohnson@ucok.edu](mailto:jjohnson@ucok.edu)

Dr. Paul Jones  
Practicum Supervisor/Professor of Psychology  
University of Central Oklahoma  
100 N University Dr., Box 125  
Edmond, OK 73034  
(405) 974-1267 wk  
(405) 348-9258 hm

## References for

### **Ima Broncho**

321 N May ~ Oklahoma City, OK 73113 ~ (405) 844-9291 ~ [ibroncho@yahoo.com](mailto:ibroncho@yahoo.com)

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#### **Dr. Jane Smith, Associate Professor**

College of Math and Science  
University of Central Oklahoma  
100 N University Dr., Box 555  
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[jsmith@ucok.edu](mailto:jsmith@ucok.edu)

#### **Barbara Yi, Regional Coordinator**

Oklahoma Blood Services  
1356 West Boulevard  
Oklahoma City, OK 73451  
(405) 766-2345, Ext. 356

#### **Jim Smith, Junior Partner**

Dewey, Cheatem and Howe  
Oklahoma City, OK 73034  
(405) 864-5555 - work  
(405) 758-2345 – home  
[jim\\_smith@webzone.net](mailto:jim_smith@webzone.net)

#### **Harry Williams, Manager**

Goldie's Restaurant  
1537 Broadway  
Edmond, OK 73034  
(405) 715-7603 – 1:00pm – 10:00pm  
Former Supervisor at George's Restaurant