

STAN SAMPLE

3301 North Mulford Road · Rockford, IL 61114 · 815-111-1111 · sample@gmail.com

EDUCATION

Rock Valley College, Rockford, IL

Associate of Applied Science in Engineering Technology

May 2018

G.P.A. 3.5/4.0

ELECTRONIC SKILLS

DC circuits and instruments

Digital and analog multimeters

Reactive circuits and analysis

Linear circuit analysis pertaining to solid state electronics

Microprocessor interfacing

WORK HISTORY

Best Buy, Rockford, IL

Shipping/Receiving Clerk

August 2016 – Present

Ensure all merchandise coming into and leaving the store are checked and recorded in computer system

Assisted part-time in the electronics department setting up displays entailing hooking up electronic equipment

ComTrak, Rockford, IL

Assembler

May 2014 – August 2016

Assembled wiring in small motors

Read electronic schematics to determine where wire needed to be connected

Wired 200 motors per day

ACTIVITIES

Rock Valley College Phi Theta Kappa

President

August 2017 – May 2018

Administered the 150-member Phi Theta Kappa program

Directed two major fundraisers, resulting in \$5,000 scholarships

Recruited 75 new members in one year by implementing a new marketing and recruiting program

Rock Valley College Student Government Association

Vice President

May 2016 – August 2017

Coordinated five major events on campus involving 4 to 20 student commission members

Maintained the Student Commission books by keeping track of expenditures on a Quick Books-based accounting system

AVA SMITH

111 North Mulford Road, Rockford, IL 61114
asmith@gmail.com
815-888-8888

EDUCATION

Associate of Applied Science in Nursing

Rock Valley College, Rockford, IL

G.P.A. 3.5/4.0

Licensure: Registered Nurse (RN), expected May 20XX

LANGUAGE

Fluent in English and Spanish.

CLINICAL EXPERIENCE

Student Nurse

Pediatrics, Rockford Memorial Hospital, Rockford, IL, Fall 20XX

- Created patient care plans, including assessments, interventions, outcomes, and nursing diagnoses

- Conducted physical assessments and assisted children with daily living activities

- Asserted independence in use of technical skills and established priorities when confronted with multiple tasks or patients

Student Nurse

Medical/Surgical, Swedish American Hospital, Rockford, IL, Spring 20XX

- Educated patients and family members on procedures, healthy lifestyle habits, and preventative measures to ensure better outcomes

- Obtained and accurately recorded patient vital signs, intake/output, and blood glucose

- Administered medications with attention to detail

Student Nurse

Psychiatric Mental Health, Swedish American Hospital, Rockford, IL, Fall 20XX

- Demonstrated therapeutic communication with a diverse client population

- Documented patient information in EPIC while maintaining client confidentiality

- Collaborated with nursing staff to facilitate admissions, discharges, and transfers

Student Nurse

Community Health, Winnebago County Health Department, Rockford, IL, Spring 20XX

- Developed brochure for teaching parents about safe infant and child care seat usage approved by administrators for distribution county-wide

ADDITIONAL EXPERIENCE

Barista

Meg's Daily Grind, Rockford, IL, January 20XX – Present

- Provided customer service to guests in a timely manner

- Ensured accuracy of orders through employing listening and multitasking skills

Caroline Monson

123 Main Street, Rockford, IL 61108 • (815) 555-5555 • CMonson21@gmail.com

EDUCATION

Rock Valley College, Rockford, IL
Associate of Arts, Currently Pursuing
Professional Bookkeeper Certificate, 2008

EXPERIENCE HIGHLIGHTS

Customer Service

- Responded to customer questions via phone and email, ensuring a positive customer experience
- Entered orders accurately and efficiently
- Collaborated with buyers and planners to expedite orders and communicated shipping updates to customers

Bookkeeping/Accounting

- Reduced paper and postage fees by changing invoice billing system to using e-statements
- Updated office operations from an outdated manual process to modern technology to enhance customer satisfaction and streamline business functionality
- Managed accounts payable (A/P) and accounts receivable (A/R)
- Processed month-end financial reporting
- Calculated the sales tax and ensured compliance with the tax laws in five states
- Produced 3% annual savings by negotiating discounts with vendors
- Created 1099's and reports for accountants to review
- Processed weekly payroll for 32 salaried employees

Administrative Support

- Utilized attention to detail when maintaining files and creating Excel spreadsheets
- Handled incoming phone calls on multi-line phone and directed calls appropriately
- Scheduled meetings and secured travel arrangements for Vice President

EXPERIENCE HISTORY

Office Manager, J & M Distributors, Loves Park, IL, July 2011 – November 2013
Bookkeeper, Pella Windows & Doors, Loves Park, IL, May 2008 – July 2010
Administrative Assistant, Example Company, Rockford, IL, September 2005 – April 2008

COMMUNITY INVOLVEMENT

Volunteer, Stroll on State, Rockford, IL, November 2013
Volunteer, Rockford Rescue Mission, Rockford, IL, 2009 – 2012

Daniel Clark

2222 Wynstone Way
Rockford, IL 61109
(815) 222-2222
DanClark2@rvc.com

PROFILE

Troubleshooting • Installing Software & Computers • Providing Technical Support • Training

EDUCATION

Rock Valley College Rockford, IL
Associate of Applied Science in Cisco Networking, expected May 20XX
GPA: 3.53/4.0

CERTIFICATIONS

CompTIA A+
Cisco CCENT
Cisco CCNA
Voice Over IP Associate
Microsoft Server Admin

TECHNICAL SKILLS

Microsoft Office, Microsoft Active Directory, Cisco CLI for routers and switches and ASA firewall,
Linux/Unix, Microsoft Server, IP Telephony, CCNA Security

RELATED EXPERIENCE

Savant Capital Management Rockford, IL

Technology Intern, June 20XX – August 20XX

- Provided technical support regarding Windows and Mac equipment
- Performed inventory to ensure necessary equipment and supplies were available when needed
- Trained employees on software upgrades utilizing ability to communicate effectively
- Assisted with onboarding of new employees, including installing computers, software and phones
- Worked as part of a team when updating and configuring Cisco phone system

ADDITIONAL EXPERIENCE

APAC Customer Services, Inc. Rockford, IL

Customer Service Representative, August 20XX – Present

- Resolve customer inquiries promptly by providing detailed and accurate information
- Handle an average of 15 to 20 inbound calls per hour
- Communicate customer feedback to management to improve customer satisfaction levels
- Manage time effectively by prioritizing duties and responsibilities

Panera Rockford, IL

Associate, September 20XX – May 20XX

- Listened attentively to customers when taking orders to ensure orders were processed accurately
- Developed ability to work under pressure in a fast-paced environment
- Completed Food Service Sanitation Certificate Course