

## Alan Shawn Feinstein Graduate School Resume Examples

These samples are provided to you by **Experiential Education & Career Services** and are examples of real JWU student resumes. Reviewed by faculty and endorsed by the employers displayed below, these resumes are meant to familiarize you with the many different resume formats and styles.

Our goal is to get you started or give you ideas on how to strengthen your resume. While we know the best ideas are usually imitated, it's important that you make **your resume your own**. The key to getting an interview is to target your resume every time you apply for a job. You must get the employers attention within 10-20 seconds by outlining what YOU can DO for THEM.

No matter what your major, be sure to scan through all of the examples as you're sure to find ideas in each of them to use in your own, unique resume.



## Robert Burns

123 Blackstone Boulevard, Providence, RI 02906

Phone: (401) 123-4567 ♦ Email: Burns.Robert2009@hotmail.com

This resume can be used for students applying for an internship who have minimal work experience, but have demonstrated good examples of being able to use important transferable skills. The student has also demonstrated knowledge through coursework highlighting key topics relevant to the potential job.

### PROFESSIONAL OBJECTIVE

MBA Candidate currently pursuing a degree in Global Business Leadership with a focus on Organizational Leadership, seeking to obtain a **Human Resources Internship**.

### PROFESSIONAL PROFILE

- Results-oriented individual with a solid focus on employee orientation, development and training
- 2+ years of domestic and international work experience
- Computer Skills: Proficient in MS Word, MS Excel, and MS PowerPoint, some SAP knowledge

### EDUCATION

Johnson & Wales University

M.B.A. Global Business

Concentration: *Organizational Leadership with a focus on Human Resources*

Providence, RI

Degree, 11/10

University of Manchester

BA (Honors) Business Administration

Manchester, UK

Degree, 05/07

### RELEVANT MBA HUMAN RESOURCES COURSES & TOPICS STUDIED

#### Human Resources Management

- Benefit Management
- Employee Evaluations
- Hiring Process
- Interviewing

#### Legal Issues in Human Resources

- Affirmative Action Analysis
- Disciplinary Process
- Employee Separation Process

#### Organizational Leadership

- Organizational Change
- Policy Management
- Turnover Analysis

### HIGHLIGHTS OF PROFESSIONAL SKILLS & EXPERIENCES

#### Human Resources Projects & Cases:

- Researched and analyzed data on Employee Turnover at Samsonite's Retail Division
- Revised and updated Employee Separation and Personnel Action Request Forms
- Completed several case studies focusing on a variety of workplace issues to determine disciplinary actions
- Analyzed actual discrimination cases, found backing pattern and defended position against opposing class team

#### Organization

- Maintained an active filing system of 1,000+ files on potential new students
- Assisted approximately 25 students daily with admission concerns, directing to appropriate staff members
- Prepared and mailed numerous acceptance packages to international and domestic students

#### Communication

- Prepared project presentations using MS PowerPoint and presented findings to 30+ graduate students
- Achieved Competent Communicator Certification by Toastmasters International after completing 10 different types of speeches pre-defined by Toastmasters International
- Acted as a New Student Ambassador during Summer Orientation 2009 helping international students acclimate to campus life and learn about the city of Providence

### WORK EXPERIENCE

Graduate Assistant Johnson & Wales University, Graduate Admissions

Providence, RI

11/08 - present

Marketing Assistant Bare Associates International  
International quality consumer research company

Dublin, Ireland

06/07- 09/08

### PROFESSIONAL ORGANIZATIONS & ACTIVITIES

- Society of Human Resources Management (SHRM), Student member 01/09-present
- Toastmasters, Johnson & Wales University Chapter, member 11/08 – Present

# Dawn Chang

100 Main Street, Orlando, FL 32411  
Phone: (401) 598-1000 E-mail: student@school.edu

This resume is for a Marketing student who has minimal work experience. By creating a "Marketing Skills" section the student further highlights key transferable skills which can be applied to most work environments.

## PROFESSIONAL PROFILE

**Marketing professional with marketing, editing and PR experience**, and an **MBA in Global Business Leadership** with a concentration in Marketing, seeking to obtain a **marketing manager position** in a major corporation in the greater Orlando area.

- Creative marketing professional with significant experience in public relations writing, communications, and media relations
- Results-driven achiever and effective team leader with exceptional interpersonal skills
- Exceptionally motivated self-starter and creative problem-solver who works hard and loves a challenge
- Bilingual in English and Spanish

## EDUCATION

### Johnson & Wales University

M.B.A. Global Business Leadership, Concentration: Marketing

Providence, RI

Degree, 05/08

### University of Central Florida

B.S. Business Administration & Marketing

Orlando, FL

Degree, 06/02

## HIGHLIGHTS OF PROFESSIONAL SKILLS & ACCOMPLISHMENTS

### Marketing Experience:

- Attained training in public relations writing, communications, and media relations
- Promoted events and programs to generate new membership and participation
- Assisted in writing, organizing, and distributing press packets and news releases
- Edited promotional materials for publication and distribution
- Assessed consumer behavior patterns for sports complex in Orlando, FL
- Conducted marketing research analysis for national rental car firm's Orlando office
- Solicited advertisements from local businesses to support non-profit organizations
- Relevant MBA Courses:

*Brand Marketing*  
*Professional Ethics*

*eCommerce Strategies*  
*Research & Analysis*

*Global Marketing*  
*Strategic Services Marketing*

### Leadership Experience:

- Selected as Chairperson of special-events committee that planned annual fundraisers, formal dinners/dances, and theatrical productions
- Appointed to Board of Directors that coordinates activities for more than 2,000 students
- Elected to positions to generate interest in multicultural organizations
- Represented 2,500 students on committee involving university policies and procedures

### Organizational Experience:

- Assisted in registering 21,000 runners at sports complex
- Produced a theatrical performance involving 100 volunteer actors, musicians, and crew
- Selected and collaborated with professional convention planners and caterers for events
- Coordinated decorations, food/beverage, and entertainment for formal events with 500 guests
- Organized fundraising dinners for charitable causes on a limited budget
- Wrote, designed, and published newsletters, advertisements, and playbills for 2,000 recipients

## WORK EXPERIENCE

06/08 – present	Marketing Assistant	Lackland Services, Longwood, FL
03/08 – 05/08	PR Intern	Harvey, Peebles, Rinaldi Communications, Orlando, FL
10/02 – 08/06	Production Assistant Editor	Box Office, Maitland, FL

## ACTIVITIES & HONORS

- Earned Matilda Harvey Scholarship for academic achievement and extracurricular involvement, 01/01
- Won Creative Sales Award for excellent sales presentation, 02/07
- Achieved Student Government Association Award for "Best Leader on Campus", 11/07
- Served as Director of Fellowships and Leadership Council for campus ministry, 09/99-05/02
- Contributed to Student Government Association as Senator and Finance Committee Member, 06/01-06/02

# Andrew Lam

1 Regency Plaza, Providence, RI 02903  
Phone: (401) 123-4567  
E-mail: LamAndy1234@hotmail.com

This example can be used for a student who has limited industry work experience. The objective of the resume is to apply for an entry-level or manager-in-training position. This format is ideal for highlighting transferable skills that would be beneficial. Notable information showcasing volunteer work, awards and association affiliations are positively recognized by employers.

## Professional Objective

**Food Service professional with 2+ years of dependable experience seeking a manager-in-training position within the food service industry.**

## Highlights of Qualifications

- Awarded the 2008 Inter-Continental Silver Star Award for excellent service delivery and delighting customers
- Identified service issues and implemented changes resulting in a 15% decrease in turnover
- Collaborative team player who possess many leadership skills
- Proficient in Microsoft Word, Excel, Power Point and Publisher, PosiTouch
- Bilingual in English and Mandarin, conversational in French

## Relevant Experience and Accomplishments

### Hospitality & Event Experience

- Controlled and coordinated all functions of food & beverage service
- Set up tables, silverware/glassware and served food and beverages in the restaurant, lobby lounge, and Japanese style restaurant
- Sought customer satisfaction through interaction with guests in the dining room
- Involved in preparation of Providence Waterfire main event & handled registration for the same
- Volunteered for the Celebrate Rhode Island Ball by organizing volunteers
- Coordinated restaurant and food decorations for special events such as Valentine's Day and Christmas Day

### Leadership & Management Experience

- Supervised dining room staff up to 12 employees per shift
- Prepared weekly forecast reports and prepared schedules accordingly
- Hired, trained and conducted performance evaluations of a staff of 12
- Assisted in developing training and assessment programs for internship students

### Analytical Skills

- Conducted marketing research analysis of PepsiCo, Inc. for marketing class
- Analyzed and compared all financial systems of Marriott International Inc. using Microsoft Excel
- Completed an industry analysis on Marriott International Inc. based on annual reports for 2005-2008
- Performed research on Johnson & Wales University's "Got to Go Green" project
- Gathered necessary information to present a complete SWOT analysis of Ben & Jerry's Ice Cream Company

## Employment History

Teaching Assistant – Audrey's Restaurant	<u>Johnson &amp; Wales Inn</u> , Seekonk, MA	06/09 – Present
Dining Room Supervisor	<u>Inter-Continental Hong Kong</u> , Hong Kong	01/08 – 02/09
Food & Beverage Rotational Internship	<u>Grand Hyatt Hong Kong</u> , Hong Kong	01/07 – 12/07

## Education

<u>Johnson &amp; Wales University</u>	Providence, RI
MBA in Hospitality, Concentration: Event Leadership	Candidate, 11/10

### Hong Kong Polytechnic University

Bachelor of Science in Hotel Management	Kowloon, Hong Kong
	Degree, 12/07

### Areas of Study

<i>Cost control</i>	<i>Event management</i>	<i>Purchasing</i>
<i>Customer relations &amp; satisfaction</i>	<i>Negotiations</i>	<i>Sales / product / market analysis</i>
<i>Dining room management</i>	<i>Problem solving</i>	<i>Team building</i>

## Non-profit Event Volunteer Work & Professional Organizations

- Rhode Island Hospitality Association, Member 03/09 – present
- 3rd Annual Rhode Island Economic Summit, RI Small Business Development Center, 1/09, JWU, RI

This applicant is seeking a full-time position and has several years experience in hospitality. His education is located at the bottom because his work experience is the strongest feature. The Summary of Qualifications further outlines key skills that were developed through all of these experiences.

## Carlos Rodriguez

1234 Thames Street, Newport, RI ♦ (401) 123-4567 ♦ E-Mail: crodriguez9988@aol.com

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*Executive Hospitality Professional with 9 years of experience in a variety of facets of the hospitality industry in positions as general manager, consultant and/or owner with a solid background in traditional and entrepreneurial venues.*

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### EXECUTIVE PROFILE

- Use real-world approaches to problem solving and a deep well of experience to meet the challenges of this fast-paced, high-turnover industry.
- Operated two successful restaurants, accommodating 400+ people and banquet events for up to 900 people
- Managing \$500K budgets and delivering on profit-building initiatives
- Proven team-forming and motivational skills delivering unmatched loyalty and a nearly unheard of staff turnover rate of less than 25%
- Strategic business sense, uncompromising work ethic, and natural sincerity have helped create consistent profits and loyal employees, partners, and managers

### SUMMARY OF QUALIFICATIONS:

- multi-unit operation management
- project planning & systems development
- facility management
- risk management & inventory control
- event management & promotion
- vendor sourcing and negotiating
- sales / product / market analysis
- food / labor / marketing cost controls
- customer relations and satisfaction
- team building & staff retention programs

### HOSPITALITY WORK EXPERIENCE:

#### Restaurant Consultant/Opening Team Manager

*The Leaping Frog*, Hyannis, MA

10/07 – present

- Assisted in creating and developing a fine-dining restaurant with a European style courtyard/bar; restaurant included lunch and dinner 7 days a week, full-service bar area, 250+ dining, banquets and live entertainment
- Planned and developed restaurant's /entertainment concept; managing permits, plans, contractors, and equipment
- Fine-tuned, upgraded, and enhanced facility including handicap access, risk management, and venue flexibility
- Created marketing plans, and booked live entertainment
- Restaurant received 3 ½ of 4 stars from Rhode Island Monthly after being open 3 weeks
- Awarded "Best Fish Entrée" in 2006 by News Channel Ten in Providence, RI

#### General Manager

*Timber Alley Pub & Restaurant*, Newport, RI

03/05 – 08/07

- Successfully managed a family restaurant, increased sales by 20% through quality food, and exceptional service
- Planned and managed significant remodeling projects that enhanced the ambiance of the facility
- Developed and planned menus, estimated and controlled food & beverage costs, and monitored inventory
- Investigated and resolved food & beverage quality, and service related complaints, ensuring customer satisfaction and repeat business
- Managed a staff of up to 35 employees; improved productivity and morale by initiating systems for accountability; instituted effective training programs leading to a decrease in turnover by 20%
- Created new business through community involvement by sponsoring local sports programs and events

### EDUCATION:

#### Johnson & Wales University

Providence, RI

MBA in Hospitality – concentration: Finance

Degree, 05/09

B.Sc. in Travel & Tourism, Hospitality Management

Degree, 02/04

### PROFESSIONAL ORGANIZATIONS:

- Rhode Island Hospitality Association, member 06/04 – present
- International Special Events Society (ISES), member 03/06 - present

This resume example is for an MBA student with a concentration in Finance who has work experience. The Areas of Knowledge section further highlights key skills in the field acquired through both school and work.

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## Ekaterina Ivanova

1 America Street, Providence, RI 02903  
Phone: (401) 123-4567 • E-mail: ABC123@students.jwu.edu

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### PROFESSIONAL OBJECTIVE

To obtain a Financial Analyst Level I position in a progressive organization where MBA finance skills can be applied. Open to relocation.

### HIGHLIGHTS OF QUALIFICATIONS

- 2+ years of business analysis experience
- Possesses domestic and international work experience
- Strong analytical, interpersonal, leadership and decision-making skills
- Strong Microsoft Excel, Word, Power Point, Publisher, Mega Stat, NCSS skills

### AREAS OF KNOWLEDGE

Asset Management	Financial Analysis & Forecasting	Investment Analysis	Projection of Financial Statements
Banking	Financial Reporting	Operating Leverage	Strategic Financial Planning
Business Analysis	Financial Statements	Portfolio Construction	Tax Planning
Cash Budgeting	Industry Analysis	Portfolio Management	

### EDUCATION

Johnson & Wales University (JWU) Providence, RI  
MBA in Global Business Leadership Degree, 08/08  
Concentration: Financial Management (GPA: 3.8/4.0)

Baikal State University of Economics and Law Irkutsk, Russia  
B.S. in Finance (GPA: 4.0/4.0) Degree, 05/04

### FINANCE & BUSINESS ANALYSIS WORK EXPERIENCE

*Business Analyst* Sberbank, Commercial Savings Bank of Russia, Stavropol, Russia 09/04 – 07/06

- Performed initial analysis of financial statements, monitored credit payments, minimized credit default risk
- Assessed the risks associated with issuance of personal and corporate loans
- Analyzed business needs of various companies; identified strategic and financial issues and developed solutions
- Worked with IT staff on an implementation of a new software
- Estimated losses caused by a devastating flood that damaged water supply and sewerage systems in the region in June '02

### PRO BONO CONSULTING (JWU)

*Business Consultant* Best Buddies of RI, Providence, RI 09/07 – 11/07

- Worked with a non-profit organization to help raise funds for operational purposes
- Analyzed organization's fundraising techniques and developed new marketing plan
- Contacted more than 100 companies in order to find ways to raise funds for Best Buddies
- Designed and executed an electronic database of potential sponsors for the organization

*Business Consultant* Auto Paint RI, Providence, RI 06/08 – 08/08

- Consulted a local company to determine the reasons for a decrease in revenue and find solutions
- Analyzed organization's financial statements, marketing strategies, competition, target demographic, personnel and equipment utilization in order to find gaps in company's operations
- Presented a plan for development and implementation of new marketing strategies, pricing strategies, re-positioning, cost cut and new strategic investments

*References Available Upon Request*