Student Employment Sample Resume

XXXX XXXXXXX
1234 Warren Street
Detroit, MI 48202
(313) 577-3390
x.xxxx@wayne.edu

OBJECTIVE

To obtain a position as an on-campus student assistant performing general office duties.

QUALIFICATIONS

Dedicated employee, reliable, detail-oriented, perseveres through challenges and possesses a positive attitude. Computer skills include Microsoft Word and Excel (PC and Mac).

EDUCATION

May XX	Wayne State University, Detroit, MI Bachelor of Liberal Arts Degree Major: Near Eastern Languages Minor: Political Science GPA: 3.7 Awards: Dean's List – Fall 20XX, Winter 20XX
Jun. XX	Oscar A. Carlson High School, Gibraltar, MI Diploma with college-prep courses

EMPLOYMENT

Jun. XX-Oct. XX	*Michigan Opera Theater* - Stitcher, Detroit, MI Worked in costume shop sewing costumes. Made 14 costumes for new opera production "Cyrano." Maintained a very detailed work ethic.
Nov. XX-May XX	*Taco Bell* - Crew Member, Dearborn, MI Prepared food, served customers, worked at the cash register, cleaned. Displayed strong customer service skills.

EXTRACURRICULAR ACTIVITIES

Apr. XX-Present	*English Café*, Wayne State University, Detroit, MI Started an English conversation time on campus for international students to practice their English.
Feb. XX-Present	*Angel House*, Dearborn, MI Helped with an English (ESL) class for Arabic-speaking immigrants Worked in a child care classroom with children ages 2-5. Tutored school-age children, teens, and adults working towards a GED.

Internship Sample Resume

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Objective

To obtain an internship position in biological research requiring lab experience and analytical skills

Summary of Qualifications

Computer experience: Windows XP, 2000, 2003 server, HTML, Visual Basic, Java Script
Excellent problem solving skills: Assisted with resolving customer-related issues
Dedicated, dependable and flexible worker

Education

Bachelor of Science, Molecular Biology   June 20XX
Wayne State University, Detroit, MI   GPA: 3.2

Relevant Coursework:

Cell Biology/Lab	Biostatistics	Metabolic Biochemistry
Structural Biochemistry	Chemistry/Lab	Physics Lab

Lab Skills

- Knowledge of lab techniques including electrophoresis, IR spectroscopy, crystallization
- Demonstrated use of equipment, such as centrifuge, distillation column, reflux condenser
- Water analysis experience for bacterial counts, isolation and cultivation
- Ability to follow detailed operating procedures and protocols with minimal supervision

Work Experience

Laboratory Assistant - **Chemistry Department**   September XXXX - Present
Wayne State University, Detroit, MI
Assist with buffer and media preparation and produce SDS PAGE electrophoresis gels
Maintain pipette tip supply for the entire lab while being responsible for maintaining inventory

Project - Organic Chemistry Lab, UCSD   January 20XX – May 20XX
Conducted experiments in a team setting to achieve desired objectives for lab project.
Collected, analyzed and interpreted lab results and data and composed a formal lab report

Customer Service Representative   June XXXX - April XXXX
Mystery Shopping Company, Detroit, MI
Increased the importance of new programs among customers. Arranged more than 20,000 items on shelves. Finished self-appointed tasks.

Volunteer Experience

American Heart Association, Detroit, MI   June XXXX – October XXXX
Recruited local companies from health-related fields for annual fundraising events
Wrote articles for newsletters regarding health issues increasing awareness of nutrition
Conducted and participated in health fairs by assisting nurses at the health info booth

Activities

Member, Biology Student Association, UCSD   20XX – Present

References Available Upon Request

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EMPLOYMENT OBJECTIVE
Co-op position in Computer Science

EDUCATION

Wayne State University, Detroit, MI
Major: Computer Science
Rank: Junior
GPA: 3.4

Courses completed include:
Problem Solving and Programming, Intro. to Data Structures and Abstractions, Programming Languages, Computer Architecture, Java Programming, Introduction to the Internet, Calculus I, Calculus II, Statistics

Winter 20XX classes: Computer Organization, Operating Systems

COMPUTER EXPERIENCE

Languages:	Knowledge of C/C++, Perl, Java, HTML
Systems:	Windows 9x, 2000/Pro, NT, UNIX, MacIntosh 8.x, 9.x, 10.x
Software:	MS-Word, Excel, Access, Host Explorer, Virtual PC, Dreamweaver
Hardware:	Network cabling and system upgrades

WORK EXPERIENCE

Student Assistant, Wayne State University Registrar's Office, Detroit, MI   Dec. 20XX - Present
- Set up systems within the office environment.
- Perform troubleshooting duties.
- Conduct software/OS upgrades.
- Modify websites.
- Interface with software vendors to resolve operability issues.

Assistant Manager, Stroh's Ice Cream Parlor, St. Clair Shores, MI   May 20XX-Aug. 20XX
- Trained and scheduled employees.
- Received and checked in orders.
- Maintained computerized inventory system.
- Resolved customer complaints.

HONORS & ACTIVITIES

Member, Association for Computing Machinery, WSU Chapter	20XX-Present
Dean's List, Wayne State University	Fall 20XX
Member, Golden Key National Honor Society, WSU Chapter	20XX-Present
Member, Wayne State Commencement Corps	May 20XX

Professional Employment Sample Resume

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SUMMARY OF QUALIFICATIONS

Well-rounded, tech-savvy electrical engineering graduate producing useful solutions through comprehensive research and logical thinking. Strengths include:

Problem-Solving	C, Java, MATLAB	Research, Report Writing
DSpace, SIMULINK	Planning and Organizational Skills	Protel, Flash
Meeting Deadlines	Word, Excel, PowerPoint	Communication Skills

EDUCATION

Bachelor of Science—Electrical Engineering   **May XXXX**
Wayne State University, Detroit, MI

Coursework Includes:

Mechatronic System Design	Solid State Electronics	Switching Circuits
Dynamics and control of Fuel Cell Systems	Smart Systems and Fuel Cells	Control Systems

Research:
- Simulated theoretical performance of two new mode-switching controllers for 2.5" mini-hard disk drives on MATLAB.
- Initiated self-directed research to investigate feasibility and accuracy of previous research done on topic.
- Reduced disk latency 25%, from 12 milliseconds to 9 milliseconds, by optimizing time and accuracy through robust placement of controllers.
- Uncovered causes of deviation of theoretical and practical results (inaccuracy of laboratory equipment and depreciation of hard disk) through careful research and inquisitive questioning.

Notable Projects:
- Programmed software, designed circuit board and conducted hardware testing for construction of micro-controller of remote control car from scratch in group of five.
- Submitted project punctually without need for overtime work as compared to other groups due to meticulous planning of time schedule—received individual 'A-' grade for project.

INTERNSHIP EXPERIENCE

Engineering Intern   **June XXXX—August XXXX**
Mechatronics & Microsystem Department—Data Storage Institute, Detroit, MI
- Performed programming of interface to link hard disk drive to MATLAB for testing together with another intern plus assistance from one engineer and one research scholar—program later sold to outside organizations. Enlisted help from research scholar to link source code in C++ to MATLAB.
- Consolidated functions of two software programs into one improved version with more specific testing functions that simplified processes and increased efficiency of operations.
- Wrote 30-page user manual to educate future users and produced 30-page industrial attachment report detailing learning experiences to NUS Engineering Department.
- Successfully completed project within four months—two months before deadline.

VOLUNTEER EXPERIENCE

Volunteer Coordinator   **January XXXX—August XXXX**
Joy Center, Southfield, MI
- Helped in establishing retirement community, including purchasing furniture and exercise equipment and planning and coordinating day-to-day activities.
- Increased the importance of new programs among customers. Arranged more than 20,000 items on shelves. Finished self-appointed tasks.

Sample Functional Resume

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QUALIFICATIONS

- Strong writing, editing, and presentation skills
- Proficient in organized and environmentally friendly administration
- Ability to develop rapport with people of all cultures and ages

PROFESSIONAL SKILLS

Writing Skills

- Wrote and edited sections of Andrews Language Academy company website and newsletter
- Addressed student concerns and inquiries via e-mail help desk.
- Researched motivational learning techniques in relation to multicultural groups and composed essays using MLA format. Presented findings in various workshops
- Created and contributed to an International Teacher's Group Blog, titled *Show Don't Tell*. Blog was featured in China News Daily.

Leadership Skills

- Served as ELT Wonderschool representative in Job Fair.
- Coached new and returning students at monthly intake day sessions at Andrews Language Academy.
- Designed and taught an Advanced writing course for business learners for ELT Wonderschool.

Organizational Skills

- Used computer skills including Microsoft Word, PowerPoint, Adobe PhotoShop, and HTML to aid in systematic and creative lesson planning.
- Developed and maintained reusable teacher files to save time and money, and reduce environmental waste.
- Met and exceeded daily, weekly, and monthly deadlines for newsletters, test writing, and student records in various teaching positions.

Interpersonal Skills

- Motivated hundreds of students to become proficient readers in North America and Asia.
- Developed active listening skills during ten years of teaching ESL in paid and volunteer positions.
- Maintained an open door policy during all positions as a senior teacher.
- Participated in panel interviews with administrators during teacher recruiting sessions.

EMPLOYMENT HISTORY

www.homestyleenglish.com (tutoring and editing), Detroit, MI	XXXX-Present
ESL Wonder School , Detroit, MI	XXXX-XXXX
Andrew Language Academy, Detroit, MI	XXXX-XXXX
Beijing Baby Preschool (Volunteer), Detroit, MI	XXXX-XXXX
Seoul English Camp for Kids (Volunteer), Detroit, MI	XXXX-XXXX

EDUCATION

Wayne State University, Detroit, MI	December XXXX
Bachelor of Fine Arts—Fine, Performing and Communication Arts	

Sample Chronological Resume

XXXXX XXXX

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OBJECTIVE

Position utilizing solid background in banking, office supervision, database management, marketing, personnel administration, and customer service.

SUMMARY OF QUALIFICATIONS

- Assisted, trained, and mentored new hires and junior personnel on procedures to streamline repetitive work and improve productivity, efficiency, and accuracy.
- Identified and implemented time- and cost-saving methods to enhance profitability.
- Earned numerous Certificates of Excellence for exceeding productivity goals.
- Scheduled office personnel to ensure coverage and smooth work flow.
- Utilized Access to create, update, and maintain accurate and detailed databases and maintain queries, reports, and forms.
- Generated monthly and quarterly data integrity reports, providing an accurate foundation for credit analysis.
- Prepared and distributed information required for government compliance.
- Maintained complex Lotus spreadsheets used for management reporting.
- Created and distributed ad hoc financial reports.
- Kept careful records of office supplies and maintained inventory control.

EXPERIENCE

Comerica Bank, Detroit, MI   20XX - Present
Group Leader - Retail Lockbox Department
Monitor workflow for the processing of payments for area utilities, mortgage accounts, taxes, health insurance, and businesses. Assist with scanning, encoding, and transmitting activities. Research account information, verify totals, correct discrepancies, and generate reports. Oversee the extraction process for internal and external clients. Ensure accounts are balanced and assist staff members with look-ups and write-ups.

Comerica Bank, Detroit, MI   20XX - 20XX
Database/Reports Specialist - Commercial Credit Department
Maintained group credit listings for accounts over $20MM. Created databases via Access and FoxPro for the preparation of quarterly classified loan reports. Prepared marketing presentations and supported all departmental marketing efforts. Created catalogs of delinquent loans. Oversaw the timely creation and distribution of reports of the Commercial Mortgage Portfolio. Prepared end-of-year 1099 reports.

Comerica Bank, Detroit, MI   20XX - 20XX
Group Leader - Commercial Credit Area
Reviewed all input and output data for month-end closing. Coordinated activities of credit staff and scheduled couriers. Maintained daily productivity and quality logs.

Comerica Bank, Detroit, MI   20XX - 20XX
Compensation Clerk - Payroll Personnel Operations
Verified time cards, prepared payroll reports, and processed annual raises.

EDUCATION

Wayne State University, Detroit, MI   May 20XX
Bachelor of Arts, Communication   GPA: 3.85

Coursework includes: Computer Technology, Public Relations, Oral Communication, Interpersonal Communication, Research Methods, Writing for the Public Media

AFFILIATIONS

Communications and Membership Chair—Financial Professionals International   20XX - 20XX
Fundraising Chair—National Association of Urban Bankers   20XX - 20XX
Certified Peer Counselor—Wayne State University   20XX - 20XX