

# Angie R. Chronological

[a.chronological@umw.edu](mailto:a.chronological@umw.edu)

## Current Address

UMW 0000  
1701 College Ave  
Fredericksburg, VA 22401-4661

## Permanent Address

2920 East Dr.  
Newport News, VA 23601  
Cell: 000-000-0000

**OBJECTIVE** To obtain an Accounts Payable position at Super Business Organization.

**EDUCATION** **University of Mary Washington**, Fredericksburg, VA May 20??  
*Bachelor of Arts in Business Administration*  
Major GPA: 3.40/4.0, Overall GPA: 3.0/4.0  
**Related Coursework:** Accounting Software Design, Accounting (12hrs.)

**HONORS AND ACTIVITIES** Collegiate Educational Service Corps, Volunteer, 20??- Present  
Who's Who Among American Universities and Colleges, 20??  
President of the Business Club, 20??-20??

**INTERNSHIP EXPERIENCE** **SunTrust Bank**, Houston, TX Summer 20??  
*Accounting Intern*

- Conducted a practice internal audit of 15-person branch.
- Contributed to making the bank number one for two months by developing profile descriptions of major competitors using Accounts Plus Software.
- Compiled economic and demographic data on markets where business is conducted.

**WORK EXPERIENCE** **Dillard's**, Richmond, VA Spring 20??  
*Sales Associate*

- Promoted to "Zone Lead" overseeing floor operations based on high personal sales and customer services abilities.
- Acknowledged by supervisor on quarterly evaluations for excellent work.
- Led teams to create displays, organize merchandise, and answer questions.

**International Education of Students**, Paris, France Summer 20??  
*Study Abroad Student*

- Fluent in the French written and spoken language due to immersion.
- Created and led a focus group to discuss cultural diversity issues in the native language.

**Camp Safeplay**, Asheville, NC Summer 20??, 20??  
*Evening Programs Director*

- Supervised three evening program staff members.
- Planned and implemented nightly activities for 150 campers.
- Coordinated awards banquet budget for entire camp (600 people).

**COMPUTER SKILLS** Microsoft Office Suite, Lotus 1-2-3, Excel, D-Base

**INTERESTS** Travel and financial investments

# Erin Technology

[erin.technology@gmail.com](mailto:erin.technology@gmail.com) 2548 Butler Rd. Fredericksburg, VA 22401 (540) 654-2574

---

**OBJECTIVE:** To obtain an entry level position working with information technology.

## EDUCATION

University of Mary Washington, Fredericksburg, Virginia  
Bachelors of Science in *Computer Science*, May 20??

Relevant Courses:

- Management Information Systems
- Business Communication
- Accounting I and II
- Information Systems Concepts and Applications
- Information Systems Security
- Database Systems
- Computer Science I
- Computer Networking

**TRAINING:** Cisco Certified Network Associate, UMW (scheduled to complete certification May 20??)

## TECHNOLOGY SKILLS

Applications: Word, Excel, PowerPoint, Magic TSD

Operation Systems: proficient in Windows and OS X, familiar with other UNIX distributions

Certifications: A+

## EMPLOYMENT

*Student Aide, UMW DoIT, Network Services, Fredericksburg, VA* 20??-Present

- Work with students, faculty, and staff on network-specific issues
- Assist in the troubleshooting of campus-wide network problems
- Document and organized switch and network rooms

*Summer Intern, Honeywell TSI, Information Technology Assurance, Portsmouth, VA* 20??

- Entered data to several over 4 company databases
- Coordinated secure destruction of proprietary company information
- Maintained program website by working with corporate web developers

*Student Aide, UMW DoIT Help Desk, Fredericksburg, VA* 20??-20??

- Provided end user computer support for students, faculty, and staff
- Answered phones, and assist individuals in person, on topics including network connections and application support
- Worked with individuals to complete work orders and forward to appropriate staff members
- Handled and filed various forms of inter-departmental communication

*Student Aide, UMW DoIT, Instructional Technology, Fredericksburg, VA* 20??-20??

- Developed multimedia projects for students, faculty, and staff, using video editing equipment
- Produced DVDs for university staff members: edited video, created menus, put on DVD
- Self-initiated projects and was acknowledged for completing work on time

*Floor Staff, Regal Entertainment Group, Virginia Beach, VA (Summers)* 20??-20??

- Supervised and motivated up to 8 employees to complete tasks on time
- Addressed customer issues by solving problems and forwarded escalating issues to appropriate managers
- Responsible for up to \$10,000 in cash from ticket sales

## ACHIEVEMENTS

Eagle Scout, November 2000

**George Walsh**  
111 Street  
Stafford, VA 22554  
540-654-0000  
gwalsh@umw.edu

---

### EDUCATION

**University of Mary Washington**, Fredericksburg, VA May 20??  
*Bachelor of Science in Economics and Business Administration*  
Cumulative GPA 3.46 Economics Major GPA 3.50 Business Major GPA 3.70  
Courses work included:

- Urban and Regional Economics
- Economic Forecasting
- Auditing
- Environmental Economics
- Business Communication
- Marketing Strategy

Honors: Equestrian Team, Open Rider (highest level)  
Phi Beta Lambda, Business Administration Honor Society  
Omicron Delta Epsilon, Economics Honor Society  
Dean's list (four semesters)

---

### PROFESSIONAL EXPERIENCE

**Financial Analyst Intern**, Max Firm, Fredericksburg, VA Summer 20??

- Monitored profitability and promoted margin improvements.
- Assisted with the development of monthly and quarterly forecasting, planning and budgeting efforts by compiling statistics, researching key business drivers, and producing cost analysis graphs.
- Researched and reported findings during shareholder monthly meetings.
- Created monthly financial statements using Budget Master Series 4 program.
- Adhered to compliances with US GAAP, SEC, and Max Firm's policies and standards.

**Merrill Lynch**, Financial Division, Greenville, SC Summer 20??

- Developed relationships with clients by following up on account issues, providing account information, taking time to explain the rates, and offering solutions to day count issues.
  - Analyzed bank reconciliation issues and processed them through accounts receivable database.
  - Worked with nonprofit extension of Merrill Lynch to develop a fundraising project.
  - Completed day to day tasks like answering 6 line phone, correspondence with clients and staff, and copy assignments.
- 

### VOLUNTEER EXPERIENCES

*Washington Guide*, University of Mary Washington, Fall 20?? – Present  
Selected to give tours of campus to facilitate understanding of the campus environment by communicating key history and student body facts.

*Orientation Leader*, University of Mary Washington, Summer – Fall 20??  
Assisted with the transition of incoming freshman from high school to college and led freshman group discussions.

# Mary Diploma

---

1000 Congratulations Road #111 • Fredericksburg, VA 22407 • 540 800 0000 • mdiploma@gmail.com

---

## EDUCATION

*Bachelor of Arts in International Affairs, May 20??*

**University of Mary Washington**, Fredericksburg, VA

Cumulative GPA 3.7; Major GPA 3.9

**Relevant courses:** Economics of Developing Countries, American Foreign Policy, Contemporary Mexico, Politics of Developing Countries, International Terrorism.

**Honors:** President's List (Spring 20??, Fall 20??), Dean's List (Spring 20??-Spring 20??), Mortar Board, Pi Sigma Alpha, Elected junior class representative

## PROFESSIONAL EXPERIENCE

**Virginia Young Democrats (VYD)**, Fredericksburg, Virginia

*Campaign Staff Volunteer*

Summers 20??-20??

Sold ad space to area restaurants for the VYD convention. Canvassed for the Mark Warner 2003 gubernatorial campaign, Ben "Cooter" Jones 2004 congressional campaign, and Edd Houck 2005 state senate campaign. Answered phones, address issues, and created daily reports using excel. Mary Washington delegate to the VYD convention.

**American Embassy, Mexico City Project Coordinator**, Mexico City, Mexico

*FASI (Foreign Affairs Systems Integration) Coordinator*

Summer 20??

U.S. State Department link in Mexico for the initiative to integrate all Embassy files on-line.

Reviewed and approved individual FASI access reports. Authorized access for embassy employees.

**Agriculture Office, American Embassy**, Mexico City, Mexico

*Office Assistant*

Summer 20??

Copy-edited and translated topical summaries sent to the State Department daily. Reorganized and filed internal NAFTA documents. Worked concurrently with two groups on a time sensitive project and created power point presentations.

## LEADERSHIP EXPERIENCES

*President*, International Living Center, University of Mary Washington

*Historian and PR coordinator*, University of Mary Washington Democrats

*Freshman Orientation Leader*, University of Mary Washington

*Committee chair*, ASF Model United Nations Conference

*Mentor*, Skyland Elementary School

## PROFESSIONAL SKILLS

**Languages:** Fluent in Spanish and Portuguese.

**Computer Skills:** Excel, PowerPoint, Windows, Lexis-Nexis, Word, Typing: 50 wpm.

## OVERSEAS TRAVELS

Lived and studied in Buenos Aires, Argentina; Rio de Janeiro and Brasília, Brazil; and Mexico City, Mexico. Extensive travel throughout South America.

## Mary T. Washington

---

1301 College Ave, Fredericksburg, VA 22401

540-654-0000

mwash@verizon.net

### Education

**Master of Science in Elementary Education**, Expected May 2012

University of Mary Washington, Fredericksburg, VA

Research Project:

Eligible for VA Licensure, K-6

**Bachelor of Arts in English**, May 2011

Honors: Dean's List, 2 semesters

### Relevant Experience

**Student Teacher**, Salem Elementary School, Spotsylvania VA, Spring 2012

Joe Jones, Cooperating Teacher

- Taught all subjects in a 1<sup>st</sup> grade class of 23 students
- Developed units on weather and colors
- Designed units to meet SOL standards
- Adapted lessons for 1 special needs student and 1 limited English proficiency student
- Assisted with the yearbook

**Extended Practicum**, Jane Doe, Cooperating Teacher, Fall 2011

- 
- 

**Practicum**, Thornburg Elementary School, Spotsylvania, VA, Spring 2010

- Planned an interdisciplinary unit on Virginia history

Courtland Elementary School, Spotsylvania, VA, Fall 2009

Chancellor, Elementary School, Spotsylvania, VA, Spring 2009

### Other Experience

**Resident Assistant**, Mary Washington College, Fredericksburg, VA Fall 2010- present

- Planned educational programs for 50 residents
- Mediated disputes between residents

**Counselor**, Chop Point Camp, Woolwich, ME, Summers 2010 -2011

- Taught sailing and archery to students ages 11 to 17
- Supervised a cabin of 14 year old girls
- Planned and led week-long canoe trips

### Skills

Basic knowledge of Spanish

Familiar with Clarisworks, HTML, and Hyperstudio

Performance experience in theater and dance

### Activities

Student National Education Association (SNEA), Member, 2010 – present

Habitat for Humanity, 15 hours per semester, 2009 - 2011

# Melissa Graduate

[mgraduate@gmail.com](mailto:mgraduate@gmail.com)

## Current Address

100 University Blvd  
Fredericksburg, VA 22401  
(540) 671-6534

## Permanent Address

504 Chimney Circle  
Middletown, VA 22645  
(540) 869-3718

## SUMMARY OF EXPERIENCES

- Worked with Early Childhood Special Education students for 3 semesters, specialized in behavior modification.
- Five years experience working with children ages 3 months – 17 years old in and out of established school settings.
- Initiated, planned, and implemented three large scale program/ events.
- Proficient in all Microsoft programs, research techniques, and CPR certified.

## EDUCATION

**Bachelors of Science in Psychology**, *University of Mary Washington*, Fredericksburg, Virginia May 20??

Relevant courses: Developmental Psychology: Infant & Child, Fundamentals of Learning & Motivation, Psychology of Exceptional Children and Youth, and Applied Behavioral Analysis

Computer skills: Word, Excel, Access, Power Point, Internet

Research project: Completed a 20-page research paper using print, video, personal interviews, and internet sources. Analyzed findings and articulated results that confirmed initial hypothesis. Presented and defended findings in front of 32 peers.

Developed and implemented an in-class activity to highlight the significance of the findings. Awarded: A-

## EXPERIENCE

**Early Childhood Special Education**, Stafford Public Schools, Stafford, Virginia

*Practicum Student*; January 20?? to present

- Worked within a special education classroom with children ages 3 & 4
- Experience with Downs Syndrome, physical disabilities, speech delays, behavioral problems, motor delays, and social problems
- Organized Parent's Day: managed budget, ordered food, invited parents, alerted school officials

**Office of Youth**, Woodbridge, Virginia

*Intern*; February 20?? to May 20??

- Facilitated on-on-one relationships with 11 children by leading activities, mentoring, and creating one targeted program
- Participated in the Prince William County 5<sup>th</sup> Annual Teen Summit: initially contacted businesses for prize donations; assisted in set up and clean up

**Lady Bug Day Care**, Manassas, Virginia

*Teacher Aide* (full-time); June 20?? to August 20??

- Worked with children ages 3 months to 12 years of age and obtained CPR certification for age group
- Developed relationships with parents when discussing child's behavior and learning aptitude
- Assisted in Events Day, a fun filled day where children are engaged in preplanned activities inside and outside

*Substitute Teacher*, (part-time while full-time student); May 20?? to August 20??

- Supervised and engaged children ages 3 months to 5 years old
- Created and implemented art activities for students once a week

## ACTIVITIES

*Violin musician*, Community Symphony Orchestra

*Vice President*, Hall Council, UMW

*Orientation Leader*, UMW

*Member*, Women's Rugby, UMW

*Hall Representative*, Hall Council, UMW

Fall 20?? – present

Spring 20??

Fall 20??

Fall 20??-20??

Spring 20??

# Mary T. Washington

1301 College Ave. Fredericksburg, VA 22401  
540-654-0000 Home • 540-654-???? Cell • mwash@mail.umw.edu

**OBJECTIVE** To obtain a position as a high school English instructor

**EDUCATION** **Bachelor of Arts in English**  
University of Mary Washington (UMW), Fredericksburg, VA, May 20??  
GPA: 3.1/4.0 GPA (Major): 3.3/4.0  
Honors: Dean's List, 2 semesters  
**Certification:** Eligible for VA certification, English 6-12

**CLASSROOM EXPERIENCES** **Student Teacher**, James Monroe High, Fredericksburg VA Spring, 20??  
Joe Jones, Cooperating Teacher (540-654-1058)

- Taught two AP senior classes and two regular sophomore classes of up to 32 students
- Developed units on "To Kill a Mockingbird", "Invisible Man" and Gerund and Infinitive Phrases
- Conducted a mock trial based on "To Kill a Mockingbird"
- Assisted students in developing web sites for current authors
- Assisted with the debate team and yearbook

**Practicum**, Spotsylvania Middle School, Spotsylvania, VA, Spring 20??

- Planned an interdisciplinary unit on the Victorian era

**Practicum**, Courtland High School, Spotsylvania, VA, Fall 20??

**Practicum**, Chancellor High School, Spotsylvania, VA, Spring 20??

**OTHER EXPERIENCE** **Resident Assistant**, UMW, Fredericksburg, VA Fall 20?? – Spring 20??

- Planned educational programs for 50 residents
- Mediated disputes between residents

**Counselor**, Chop Point Camp, Woolwich, ME, Summers 20??-??

- Taught sailing and archery to students ages 11 to 17
- Supervised a cabin of 14 year old girls
- Planned and led week-long canoe trips

**SKILLS** SmartBoard Technology  
Basic knowledge of Spanish  
Proficient with Microsoft Word programs Word, PowerPoint, Excel  
Familiar with Clarisworks, HTML, and Hyperstudio  
Performance experience in theater and dance

---

Plan to pursue Masters of Education in Fall 2012

# Christy Freshman

[Christy@UMW.edu](mailto:Christy@UMW.edu)

**Current Address:** UMW 0000 • 1701 College Ave • Fredericksburg, VA 22041 • (540) 654-0000

---

**OBJECTIVE** Seeking an entry level position with IC business.

**EDUCATION** *University of Mary Washington*, Fredericksburg, Virginia May 2011 GPA: 3.5/4.00

*Harrison County High School*, Charlotte, NC May 2006 GPA: 3.4/4.00

**WORK EXPERIENCE** **Career Services, UMW**, Fredericksburg, VA 8-06 to present

*Student Aide*

- Address students, alums, and administrators concerns or questions by phone or in person
- Develop and create posters advertising up coming events
- Update and file incoming job positions to job binders
- Work under little supervision and initiate projects as the need is presented

**Dillard Department Stores**, Charlotte, NC 5-04 to 2-05

*Sales Associate*

**ACTIVITIES** **President**, Young Business Leaders of America, Senior Year

*Harrison County High School*, Charlotte, NC

- Organized and lead biweekly meetings of over 30 members
- Worked with faulty sponsor to advertise club events, get other teachers involved, and brainstorm ideas to raise money
- Increased membership by 15% by developing an advertising campaign, networking , and raffling off prizes

**Member**, Advanced Choir, Senior Year

*Harrison County High School*, Charlotte, NC

- State champions, 2004 and 2005
- Acknowledged as having the best attitude by choir peers

**Member**, Junior Civitians, Sophomore to Senior Year

*Harrison County High School*, Charlotte, NC

- Selected to attend a national conference in California based on citizenship skills
- Conducted four 20 minute presentations in front of 15 peers
- Contributed to the decrease of trash around campus by leading an anti-littering campaign that included posters, word of mouth statements, and more trash containers

**Member**, French Club, Junior Year, Summer

*Harrison County High School*, Charlotte, NC

- Traveled to France for culture immersion by living with a French family
- Completed one course in French art .

**COMPUTER SKILLS** Microsoft Word, Access, PowerPoint, Excel

**SPORT** UMW Soccer Team, 2006

**ACTIVITIES** Ultimate Frisbee Team, 2006

Varsity Football Team, Harrison County High School, 2004-2005



## Julie Martin

E-mail: Julie.Martin@gmail.com \* Cell: 540-785-????

Address: 1250 Cowan Road \* Charleston, NC \* 29584

### EDUCATION

Bachelors of Science in Biology, University of Mary Washington, Fredericksburg, Virginia

May 20?? Major GPA: 3.3

### RELEVANT COURSES

Biology of Cancer, Human Anatomy, Neurobiology, Cellular Biology, Microbiology, Genetics, Physics I/II, Chemistry I/II,

Organic Chemistry I/II, Calculus I/II

### LABORATORY SKILLS

Experimental Design

Data display and Analysis

Micropipetting

Polyacrylamide Gels

Centrifugation

Gas and Paper Chromatography

Clinical Microbiology

Cell Culture

Bacterial Culture Staining

Measuring Bacterial Growth

Dilution of Bacterial Stock Cultures

Identification of unknown microbes

PCR

Sterile Technique

### RESEARCH PROJECT

Unknown Microorganisms **University of Mary Washington Fredericksburg, VA** Fall 20xx Advisor: Alan Griffith

- Performed the identification of a mixture of two microbes suspended in a single broth tube.
- Developed an identification flow chart of all possible tests (Methyl red, Voges-Proskauer, Catalase, Coagulase, and more).
- Implemented flow chart and performed all necessary tests to eliminate all other possible microbes and identified unknowns.
- Presented and defended research in front of professors and peers.

### MEDICAL EXPERIENCE

Companion Aide **Mary Washington Hospital Fredericksburg, VA** Summer ?? – Present

- Provide one-on-one general care and observation for patients suffering from Alzheimer's disease, strokes, dementia and other general aging difficulties in a hospital setting .
- Assist the CNA and RN in patient related tasks.
- Inform RN of any patient related complications and concerns.
- Keep records of patient related information.

Volunteer Medical Screener **Lloyd F. Moss Free Clinic Fredericksburg, VA** Summer ?? - Winter ??

- Performed one-on-one consultations with patients unable to afford medical insurance.
- Trained over 10 new volunteer medical screeners.
- Took patient's vital signs, recorded medical history and their reason for visit.
- Presented the patient's vital signs and medical history directly to attending physicians.

### OTHER EXPERIENCE

Stable Manager **Snead Farm Fredericksburg, VA** Winter 20?? - Present

- Oversee the care, observation, and handling of all horses, calves, cats and llamas.
- Ensured a safe environment for both humans and animals by examining and cleaning.

Lead Assistant Construction Volunteer **Mission Discovery Tampico, Mexico** Summer 20??

- Led by example and instructed students in their assigned construction projects.
- Worked in a team to construct six houses for families in need.

### PROFESSIONAL SKILLS

Proficient in Microsoft Office X (Excel, PowerPoint, Word)

Knowledge of both Macintosh and Windows operating systems

American Heart Association CPR and AED certified 2007

Intermediate level Spanish

# Christy Graduate

[christyg@umw.edu](mailto:christyg@umw.edu)

**Current Address:** UMW 0000 • 1701 College Ave • Fredericksburg, VA 22041 • (540) 654-0000

**Permanent Address:** 123 Main Street • Philadelphia, PA 61134 • (609) 555-5599

---

## OBJECTIVE

Seeking an entry level management consulting position at High Market firm.

## EDUCATION

*B.S. Business Administration*, University of Mary Washington, Fredericksburg, Virginia

May 20??

Graduated Cum Laude

Major GPA: 3.83/4.00

## RELATED EXPERIENCE

**First Union**, Charlotte, North Carolina 8-?? to 12-??

*Assistant Operations Center Manager (Internship)*

- Motivated loan officers and tellers to meet and exceed performance expectations, solving client problems and ensuring a consistent quality customer experience at the branch.
- Created and implemented two business plans to achieve sales that positively affected customer service ratings by 10%.
- Assisted in the selection and interviewing process of five new tellers.
- Trained newly hired teller and loan officers on policies and customer service expectations during individual five hour sessions.

**Dillard Department Stores**, Chicago, Illinois 5-?? to 10-??

*Assistant Area Sales Manager (Internship)*

- Participated in training associates on sales techniques, customer service and development of eye-catching displays to draw customers in.
- Facilitated teamwork among associates to achieve department goals.
- Scheduled floor coverage for four departments and supervised the associates assigned to those departments.
- Participated in on hiring teams to evaluate candidates based on their resume, interview, and sales knowledge.

## OTHER EXPERIENCE

**University of Mary Washington**, Fredericksburg, Virginia 2-?? to Present

*Resident Advisor*

- Counseled individual residents on personal and academic matters.
- Planned and implemented five 20-minute long programs to increase awareness of safety, study skills, and career plans for the residents.
- Served on RA planning and initiative committees.
- Motivated residents to participate in campus organizations by offering incentives.

**University of Mary Washington**, Fredericksburg, Virginia 5-?? to 8-??

*Summer Orientation Ambassador*

- Assisted in the coordination of four two-day orientation events that serviced over 400 freshmen to campus.
- Conducted tours of the campus and presented two 15-minute Freshman Orientation sessions about safety and involvement.

## COMPUTER SKILLS

Microsoft Word, Access, PowerPoint, Excel, Adobe

## HONORS AND ACTIVITIES

Presidential focus group, Spring 20??

Dean's List 20?? and 20??

Intramural sports, Soccer Team Captain, Fall 20??

## Angie Federal

2920 East Dr  
Newport News, VA 23601  
Cell: 000-000-0000  
[a.federal@umw.edu](mailto:a.federal@umw.edu)

Social Security Number: 000-00-0000  
Citizenship: United States  
Highest Federal Civilian Grade Held: N/A  
Security Clearance: N/A  
Veteran's Preference: N/A

### SUMMARY OF SKILLS

- *Software:* Macromedia Dreamweaver, Macromedia Contribute, Adobe Photoshop, Macromedia Flash, Microsoft Office (Word, Excel, PowerPoint, Access, FrontPage), DevC++, Lotus 1-2-3, Excel, D-Base
- *Programming Languages:* Worked with HTML, CSS, MySQL and JavaScript, C++, C, Java, Allegro
- *Operating Systems:* Windows (XP, 2000, ME, 98), Solaris, Linux
- *Communication skills:* Clear and concise presenting skills and effective writing in reports, research projects and lobbying efforts.
- *Adaptability:* Work on multiple projects at a time and move from one environment to another with ease.
- *Research:* Completed 10-page research project including analyzing data, conducting interviews, print research analysis, and a 20-minute presentation for a group of 30 people.

### EDUCATION

**University of Mary Washington, Fredericksburg, VA** May 20??  
*Bachelor of Science in Computer Science*  
Major GPA: 3.40/4.0, Overall GPA: 3.0/4.00  
**Related Coursework:** Computer Graphics, Theoretical Foundation of Computing, Computer Ethics, Organization of Programming languages

### HONORS

Collegiate Educational Service Corps, Volunteer of the year, 20??  
*Selected based on service hours and significant contributions.*  
Who's Who Among American Universities and Colleges, 20??  
*Chosen base on scholastic abilities.*  
Aurealia B. Walford Scholarship in music excellence, 20??-20??  
Baker Scholarship – UMW Community Symphony Orchestra, 20??

### INTERNSHIP

*Intern, University of Mary Washington, Library, Fredericksburg, VA* Summer 20??  
Scheduled appointments for public access to computers. Helped individuals with computer-related issues with printers, windows, .NET, and MS Word programs. I worked with customers via phone to resolve technical issues. Maintained a log of over 500 visitors' computer activity. Worked with HTML to produce a monthly newsletter.  
Supervisor: Pat Employer; (000) 000-0000; Yes, you may contact; Salary: unpaid; 10 hours a week.

Angie Federal

## WORK EXPERIENCE

*Sales Associate, Dillard's*, Richmond, VA

Spring 20??

Decreased average customer wait time by assisting customers with purchases quickly. I provided informal staff training of five coworkers. Maintained records related to sales. Opened and closed cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.

Supervisor: Sue Employer; (000) 000-0000; Yes, you may contact; Salary: \$15/hour; 30 hours a week.

*Evening Programs Director, Camp Safeplay*, Ashville, NC

Summer 20??

Supervised three evening program staff members. Planned and implemented nightly activities for 150 campers. I coordinated awards banquet budget for entire camp (600 people).

Supervisor: Doug Employer; (000) 000-0000; Yes, you may contact; Salary: \$10/hour; 40 hours a week.

## SAMPLE OF WORK

Students Against Loans, Technology Coordinator, Fredericksburg, VA 20?? – Present

[www.loansarebad.com](http://www.loansarebad.com)

Association for Magazines, Webmaster, Fredericksburg, VA 20?? – Present

[www.magazinesforall/](http://www.magazinesforall/)

**federal resumes can be longer than 1 page**

# Doug Smith

---

## EDUCATION

*Bachelor of Arts, Double major in Linguistics and Psychology*

**University of Mary Washington**, Fredericksburg, VA (May 20??)

- Included course work in research methods, social psychology, and sociolinguistics
- Performed a discourse analysis of NCAA athletes' interviews following winning games
- Dean's List (GPA 3.5+) four semesters; President's List (GPA 4.0), Spring 20??
- Cumulative GPA 3.4, Major GPA 3.8

## RELATED EXPERIENCE

**Committee & Communications Coordinator**, Federal Circuit Bar Association, Washington, DC

*Intern* (May - August 20??)

- Planned and developed budgets for regional and annual events/conferences
- Assisted in creating and disseminating marketing materials for membership and program attendees
- Worked closely with committees and assisted with program planning and implementation
- Compiled, formatted and edited the monthly Case Digest
- Wrote and distributed periodical newsletters to the membership
- Recruited and oversaw marketing and law interns

**Rappahannock Area Council for Children and Parents**, Fredericksburg, VA

*Site Coordinator* (May 20?? - May 20??)

- Assisted in volunteer recruitment and on site training: coordinated speakers, reserved space, and budgeted for food
- Ensured appropriate number of volunteers were present each night
- Supervised volunteers and led children's group by developing interactive group activities

## OTHER EXPERIENCE

**Sales Associate**, Express, Sterling, VA (June 20?? - January 20??)

- Awarded top associate in four sales categories on three occasions
- Promoted to Denim Expert June 20?? because of high sales record

**Sales Associate**, Staples, Richmond, VA (June 20?? - January 20??)

- Assisted in the training of eight new associates
- Recognized for excellent customer service- received the Top Associate of the Week award ten times

## SKILLS

Microsoft Word, Excel, PowerPoint, Publisher, Page Maker, Access, Outlook Express  
Basic Knowledge of French

## ACTIVITIES

Member, Film Club, University of Mary Washington (Spring 20?? - Present)

Member, Spirit Club, University of Mary Washington (Fall 20?? - Spring 20??)

Representative, Hall Council, University of Mary Washington (Fall 20?? - Spring 20??)

**ANDREA COLBERT**

Andy3318@aol.com

Present Address

117 Princess Anne Street  
Fredericksburg, VA 22401  
540-800-6000

Permanent Address

238 Ashbury Street  
Richmond, VA 23223  
804-300-5000

**OBJECTIVE**

Position with a government agency in the field of forensic science which requires meticulous laboratory techniques as well as strong organizational and interpersonal skills.

**EDUCATION**

**University of Mary Washington**, Fredericksburg, VA

Bachelor of Science in Biology, May 2006

- Included course work in laboratory techniques, genetics, and microbiology.
- Executed titrations, gel electrophoresis, centrifugations, colony platings, and Gram Stains.
- Designed and completed study on the effects of antihistamines on cardiac rhythms in rats.
- Dean's List (GPA of 3.5+/4.0), Fall 2005, Spring 2004.

***EMPLOYMENT EXPERIENCE***

**Resident Assistant**, Office of Residence Life, University of Mary Washington (August 2004 to present)

- Provide counseling and enforce college policies for 20 residents.
- Plan and execute social, educational, and informational programs for a residence hall of 100 students.
- Maintain administrative support including work orders and supervision summaries.

**Sales Associate**, Belk Department Store, Fredericksburg, VA (Summer 2005)

- Assisted customers and handled sales transactions.

**Assistant Sea Lion Trainer/Lead Usher**, Paramount's Kings Dominion, Doswell, VA (Summers 2003 and 2004)

- Assisted in daily care of three California Sea Lions.
- Participated in the coordination and execution of a research project involving learned animal behaviors.
- Scheduled ushers weekly during operating season.
- Trained and supervised ushers and maintained time sheets for 12 employees.

***VOLUNTEER EXPERIENCE***

**EMT and Ambulance Attendant**, Ashcake Volunteer Rescue Squad, Mechanicsville, VA (2001 to Present)

- Assume care and transport of patients in a basic life support unit en route to hospital.
- Coordinate on-scene activities between fire and rescue teams.

**Pediatric Department Student Volunteer**, Mary Washington Hospital, Fredericksburg, VA (Summer 2004)

- Assisted nurses in treatment and care of infants and children.
- Discharged patients.
- Organized and delivered lab test materials.

***ACTIVITIES***

- Student-Faculty Liaison, UMW Biology Department (2004-Present)
- RA Liaison, Residence Hall Council (2003-Present)
- Washington Guide, UMW Office of Admissions (2003-2004)

## **MARGARET D. WELCH**

14445 Ridge View Court  
Springfield, Virginia 24812  
(703) 483-1794  
mwelch@aol.com

### **EDUCATION**

Bachelor of Liberal Studies in Business Administration, May 2006  
UNIVERSITY OF MARY WASHINGTON, Fredericksburg, Virginia  
GPA: 3.1 Major GPA: 3.4

### **COMMUNICATION SKILLS**

- Conducted research for member of Virginia House of Delegates to develop an effective candidate recruitment program.
- Delivered oral presentations and led discussion groups of 50-100 for an advisory council.
- Presented, negotiated and closed real estate contracts. Total volume: \$2,000,000 a year.
- Designed and constructed brochure listing local and state government officials to present to newcomers in the community.
- Co-wrote by laws and constitution for an advisory council.
- Developed promotional advertising and brochures for real estate business.

### **ORGANIZATIONAL/ADMINISTRATIVE SKILLS**

- Assisted in all facets of fund raising and benefit planning for foundation.
- Maintained bookkeeping system, billing and personnel records for dental practice.
- Experienced in Lotus 1-2-3 and WordPerfect.

### **FINANCIAL MANAGEMENT SKILLS**

- Established and managed a financial record keeping system for 1,200 donors, and five benefits a year with receipts ranging from \$2,000 to \$25,000 each.
- Prepared tax and insurance forms, and payroll for a dental practice staff of seven.

### **LEADERSHIP EXPERIENCE**

- YMCA Board of Directors, Fredericksburg, Virginia, 2002-Present
- Virginia Association of Realtors, 1990-2002; Legislative Committee, 2004-Present
- Spotsylvania Vocational/High School Advisory Council, Vice Chairman, 1999-2001
- Fredericksburg Board of Realtors, 1985-1995; Political Affairs Committee, 1997-2000
- Spotsylvania School Advisory Committee, Secretary/Board of Directors, 1996-1997
- Penfield Jaycees, Charter President, Board of Directors, 1994-1995

### **OVERVIEW OF EXPERIENCE**

- John Doe, Member, House of Delegates, Richmond, Virginia, 2004-Present
- Metro Referral Associates, Inc., Fredericksburg, Virginia, 2002-Present
- Mary Washington Hospital Foundation, Fredericksburg, Virginia, 2001-2002
- Century 21, AdVenture, Fredericksburg, Virginia, 1999-2001
- Town and Country Properties, Inc., Fredericksburg, Virginia, 1995-1999

- Justin Lacy, D.D.S., Ian Brewer, D.D.S., Rochester, New York, 1992-1995

## References for Carolyn Smith

Dr. Alexander Jones  
Professor, Department of Psychology  
Chandler Hall, University of Mary Washington  
College Avenue  
Fredericksburg VA 22401  
540-654-0000  
ajones@umw.edu

Ms. Elisabeth Herrera  
Manager, Marketing Department  
AJJ Associates  
1288 Dover Avenue  
Fairfax, VA 22032  
703-250-0000  
herreraej@ajjassoc.com

Mr. Mark Elkins  
Manager  
Ruby Tuesday Restaurant  
4714 Mine Road  
Fredericksburg, VA 22401  
540-710-0000

---

**Sample Reference Sheet.** The typical number of references cited is three. It is best to have a mix of professional and academic references, as in this example. Personal references are not usually used. Prior to listing references, ask permission of the individual whose name you wish to use. It is helpful to them if you provide them with a copy of your resume so that they have a more thorough idea of your background. Also, keep them apprised of your progress and be sure to let them know, and thank them for their help, when you accept a job offer. After all, you may want to call upon them for a reference in the future.