



Résumé Guide

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What is a résumé? At minimum it is a document that includes your name, contact information, educational credentials, honors and awards, professional experiences, leadership positions, community service, skills, certifications, and references. It is a hiring manager’s 30-second first impression of you – an impression that will convey your written communication abilities, attention to detail, and organizational skills.

What does a résumé do? It demonstrates what you know and what you bring to a specific position and provides essential information to a recruiter about your qualifications. *An effective résumé leads to an interview.*

Your résumé may be the single-most significant document you create for yourself.

This guide provides helpful tips, suggestions, and samples that will make what can be a daunting task a lot less intimidating. So, take a deep breath. Writing your résumé can be as simple as the following these three steps:

STEP ONE: GATHER ALL PERTINENT INFORMATION

Review all your experiences – academic accomplishments, co-curricular activities, employment, internships, volunteer work, community service, awards, achievements, etc. At this point you do not need to be concerned with format or style; just record every item that comes to mind.

- **TIP #1:** Use the **Résumé Worksheet** in this guide to get started. *(pages 5-6)*
- **TIP #2:** ‘Résumé Wizards’ or ‘Résumé Templates’ do **not** create a good final product to present to employers. They expire and can be very difficult to re-format and/or edit. Create your résumé on a blank Word document and stay away from templates.
- **TIP #3:** You will find it useful to organize your résumé into meaningful categories. Here are some commonly used headings: EDUCATION, HONORS/AWARDS, EXPERIENCE, LEADERSHIP, ACTIVITIES, & SKILLS. Other common headings include: RELEVANT COURSEWORK, RELATED EXPERIENCE, ADDITIONAL EXPERIENCE, VOLUNTEER EXPERIENCE, COMMUNITY SERVICE, etc.

NOTE: The **Résumé Worksheet** includes additional headings. *(pages 5-6)*

- **TIP #4:** When writing your job descriptions, start your bullet points with action verbs *(included in this guide on pages 13-16)* that get to the point and specifically describe what skills you used and what your accomplishments were.

STEP TWO: DECIDE WHICH FORMAT WORKS BEST FOR YOU

When you have drafted what you want to say in clear, concise, and dynamic wording (if you haven't, no worries...we can help you with that) you will have to decide how to best organize it on the page. This will be accomplished through trial and error, so do not hesitate to try several formats.

- **TIP #1:** Take a look at several sample résumés (*pages 17-23* and on-line), especially those in your major or career field. It is important not to copy information from sample résumés but to understand what is expected. We encourage you to be original in the wording and design of your résumé.
- **TIP #2:** It is also important to remember that you may need different kinds of résumés. Often, people have more than one résumé -- each emphasizing particular skills and experiences. You may want to create:
- a 'general' or 'master' résumé that is used for seeking positions in a variety of career fields
 - a 'job specific' résumé that outlines job-specific skills and job-relevant experience.
- **NOTE:** *Résumés that are job specific tend to get the best results.* Although you may not want to hear this, it is best to tailor your résumé to each job for which you are applying.

STEP THREE: CHECK & DOUBLE CHECK!

It is *essential* that you check your résumé for errors and double check to make sure your résumé is free of typos and/or formatting errors.

- **TIP #1:** Use the **Résumé Checklist** (pages 7-9). Although this requires a bit more time and effort, you'll be glad you did it!
- **TIP #2:** Get your résumé critiqued by a Career Advisor. We are here to help! Call our office at 860-253-3072.
- **TIP #3:** Get additional opinions. Talk to someone in your field of interest and ask to see his or her résumé. See what your fellow classmates are creating. Knowledge is power!

ADDITIONAL RÉSUMÉ WRITING TOPICS

Electronic Résumés

Many employers will not accept attachments such as Word Documents, so it is necessary to create a .PDF version.

To Include an Objective or To Not Include an Objective?

First, let's get the record straight: An OBJECTIVE is Optional. But what is it? A job objective section identifies the type of work you are seeking, the field in which you are interested or the skills you would like to use on the job. It can be anything from a one word job title to several short sentences describing your career goals and abilities.

Remember: An OBJECTIVE does not state what you can get from the job, but rather what you will contribute to the job.

- **TIP #1:** You do not need to have an OBJECTIVE on your résumé (most recent college graduates do not include them). If you do not include an OBJECTIVE, make sure to mention what position you are seeking in your cover letter.
- **TIP #2:** Consider creating two or three résumés, each directed toward different job objectives.

Still not sure where to begin? Use our Résumé Worksheet to get started...

RÉSUMÉ WORKSHEET

Review all potential data in the following categories. Circle what you want to include on your résumé. Check to be sure you do not leave out material that can “sell” you. Choose information that is relevant to the job/internship for which you are applying.

- Awards (academic/service/performance)
- Activities
- Affiliations (scholarly/professional/social associations)
- Certifications
- Community Service
- Computer Skills
- Conferences (attended or participated in)
- Coursework
- Credentials
- Degrees
- Education
- Employment
- Exhibitions
- G.P.A.
- Honors
- Internships
- Language Skills
- Leadership roles
- Licenses
- Military history
- Presentations
- Publications
- Research
- Scholarships
- Sports
- Study Abroad/ Foreign Study
- Teaching/Tutoring
- Technical Skills
- Thesis/Special Projects
- Training
- Travel Experience (especially for international jobs or to fill in gaps in work history)
- Volunteer Experience
- Workshops (led or participated in)

ADDITIONAL HEADINGS

The headings you use depend on what you want to emphasize. You may decide to categorize your experience into RELEVANT EXPERIENCE and ADDITIONAL EXPERIENCE. Maybe you want to focus on your leadership experience, or your language proficiency, volunteer work, publications, or technical skills. **Remember:** You can create your own headings.

Other headings may include:

- Academic Achievements
- Internships
- Community Service
- Volunteer Experience
- Memberships
- Professional Affiliations
- Credentials
- Sports
- Military History
- Leadership Experience
- Technical Skills
- Licenses and Certification
- Professional Accomplishments
- Publications
- Scholarships
- Professional Development
- Computer/Technical Skills
- Language Skills
- Travel Experience...etc.

Résumé Checklist

PAPER (if submitting a hard copy)

- White, ivory, or light-colored, high quality, cotton-fiber 8 ½” x 11” résumé paper that is not stapled (if there is more than one page).

TEXT & FONT

- Nothing too fancy, curvy, or curly. But remember – most applicants will use Times New Roman or Arial, and you want to stand out (for the right reasons). **Consider Garamond, Calisto MT, Segoe UI, Cambria, or a similar font.**
- Use 11-12 point font for the body of the résumé (if using 10 point font, make sure it is easy to read). Use 15-18 point font for your NAME.
- Save your résumé as a .PDF to ensure the font you choose in Word converts appropriately (anything submitted on-line should be done in .PDF format).

VISUAL APPEAL

- Create margins that are even on all sides but no smaller than 0.5”. Include enough white space in margins and in spacing so your résumé is easy to read and visually appealing. (Too much white space looks empty or inexperienced and not enough white space looks too crowded with information.)
- Do not use graphics or decorative design elements unless you are in or trying to enter a creative field.
- Do not use a ‘wizard.’ (Résumé wizards or templates are good for initially organizing your information, but you should create your own, unique résumé on a blank Word document. Templates can be very difficult to edit and often expire.)
- Bold, capitalize, or underline headings so they stand out.

FORMAT

- Keep each section lined up and consistently spaced.
- Keep all formatting consistent. (Example: If you format the year as ‘20XX,’ make sure to do that throughout your résumé. If you spell out the state in your address, such as ‘Connecticut,’ spell out the states for your jobs.)
- Use only the month and year for employment dates and do not include any previous salary information or reasons for leaving. (Reasons for leaving can be addressed in an interview.)
- Keep your résumé to one page (unless you have significant related experience).
- Fill the second page at least halfway down the page (if you have to go onto two pages).
- Make sure the second page includes your name, contact information and page number just in case the second page is separated from the first page.

CLARITY/ACCURACY

- Use spell check/grammar check and have your résumé proofread by several people (professionals in the field, faculty, a career advisor, etc.).
- Check and double-check for spelling errors, typos, and grammatical errors.
- Include clear contact information including current address, phone number (only one phone number!), professional email, and industry-related webpage (if applicable).
- Write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 108).
- Avoided using acronyms and abbreviations.

EXAMPLE: Member, Organization for Students Actively Pursuing Equality (OSAPE)

PROFILE/SKILL SUMMARY

- Use a SUMMARY or PROFILE (optional) that explains in 3-5 bullets why you are the most qualified for the position (includes top three skills, summary of background/experience within the industry, and job-specific keywords -- remember to 'speak' the employer's language!).
- List any technical/computer skills (including specific programs) that are relevant to the position you are seeking. (This can be a separate category or listed under your SUMMARY statement.)

EDUCATION

- Include education, with degree and graduation date. (Include expected graduation date if you have not graduated yet.)
- Include 'Academic Accomplishments' or 'Academic Achievements' such as GPA, honors, awards, scholarships, etc.
- List 'Relevant Coursework/Projects' including senior thesis, project titles, etc.
- Do not include high school unless you had an exceptional experience such as a legislative internship, outstanding community service project, etc.

EXPERIENCE

- List *all* paid, unpaid, full-time, part-time, internship, or volunteer experience. Describe in detail your relevant experience and mention any additional unrelated experience (to fill in work history). Non-related work experience can be summarized using only job title, organization, and dates.

EXAMPLE: Waitress, Ruby Tuesday's, Enfield, CT: Summer 20XX

- Include leadership and co-curricular involvement. Include Level of Responsibility/Title, Organization, Dates and list specific accomplishments if related to the position for which you are applying.

EXAMPLE: Committee Member, Student Organization, 20XX-present

- Categorize your experience into sections such as RELATED EXPERIENCE, ADDITIONAL EXPERIENCE, LEADERSHIP, ACTIVITIES, etc.

- ❑ Do not include unrelated jobs that go back too far in years (go back only 7-10 years).
- ❑ Make sure your experience is in reverse chronological order (from present to past).
- ❑ Use action verbs to begin each descriptive phrase (under EXPERIENCE section).
- ❑ Include accomplishments/achievements using quantities, amounts, and dollar values in order to enhance the description of your accomplishments.
- ❑ Outline skills you have used, not just duties you have performed (sell it, don't just tell it!).
- ❑ Avoid phrases like 'Responsible for' and 'Was in charge of.' (Use words such as 'Managed' or 'Oversaw' or 'Supervised' instead).

CONTENT

- ❑ Use past tense for experiences completed in the past and present tense for current experiences.
- ❑ Do not use the personal pronoun 'I' or other pronouns such as 'He, She, His, Her' in the body of your résumé.
- ❑ Do not include any personal information or potentially discriminatory data or any unrelated personal interests and hobbies such as 'enjoy reading, long walks, music, knitting, and puzzles.'
- ❑ Do not include a 'References Available Upon Request' statement at the bottom of the résumé. (It is understood that an employer will request references if needed.)
- ❑ Create a separate **References** page including each contact's name, title, organization, phone, and email (limit to three references, unless directed otherwise by the employer). The Reference page must also contain your contact information.

DISCLAIMER: Many individuals have strong opinions about how to format your résumé and what to include on your résumé. Although ACC can give you guidelines and suggestions, what you include on your résumé is ultimately up to you. So, have a few people (faculty, professionals in the field, Career Services) review your résumé and carefully consider their advice and suggestions. The goal is to create an effective marketing tool – a résumé that advertises you as the best candidate. And...remember to thank those who help to critique your résumé.

How to Write Effective Bullet Points

As you develop your bullet points, ask yourself the following three questions:

- What did you do (what were your roles and responsibilities)?
- How did you accomplish your tasks?
- Why did you do what you did?

Be as specific as possible. Include solid action verbs, numbers, frequencies, outcomes, tools and/or systems used, etc. Below are examples of typical and stronger bullet points.

Typical:

- Provided customer service to ensure patron satisfaction

Stronger:

- Operated a multi-line phone, assisted 10-12 patrons/hour with purchase decisions, and assisted with cashier duties to create a positive customer experience

Typical:

- Hosted talk radio programs

Stronger:

- Hosted weekly 1-hour talk radio programs on pop culture (Spring 2014) and local athletics (Fall 2014) on WACC, 107.7 FM, a noncommercial radio station for Asnuntuck Community College and its surrounding communities

Typical:

- Planned events

Stronger:

- Collaborated with an 8-member committee to design, promote, and implement monthly events to raise campus awareness of Latino/a heritage and culture

Typical:

- Assisted with brand promotion using social media

Stronger:

- Created a social media and marketing campaign (using Twitter, Facebook, and Instagram) to promote brand awareness and increase client intake by 20%

Typical:

- Actively solicited for new customer accounts

Stronger:

- Acquired 50 new customer accounts exceeding \$1,000,000 in annual new business in the first 12 months of employment

Quick Bullet Point Tips & Reminders:

- Outside of Asnuntuck, few people are familiar with Freshwater, WACC, Be Like Brit, SGA, etc. Be sure to explain them through your bullets! What is the purpose of the organization/program? How often is it published? What is the readership? What type of music do they play? How often does the club meet? How long are the articles you've written? The same rule applies to other local organizations or activities.
- Don't forget to refer to and use the job or internship posting for action verbs! If you can demonstrate a skill and/or responsibility they've outlined, do so!
- Related experience positions should have more bullets than additional experience and activities.
- Avoid 'assist.' Use your resources to find a more appropriate action verb.
- Aim for descriptive verbs and nouns, not adjectives and adverbs.
- First person terminology should not be on your resume.
- Did you ever plan events? Include attendance numbers if you have them.
- Always double-check your verb tenses!
- Do you have a blog or vlog? Link to them. Again, similar to attendance, include number of followers if possible.
- 'Duties included...' or 'Responsible for...' are passive. Use action verbs.

ACTION VERBS & TRANSFERABLE SKILL CATEGORIES

Below is a list of **ACTION VERBS** organized under some common **TRANSFERABLE SKILL** categories (underlined). Transferable skills are “portable” skills that you develop along the way and take with you into other life/work experiences. Identifying your transferable skills can help you market yourself better to employers, and using specific action verbs can help you describe what your skills, abilities and accomplishments are in your résumé.

Creativity

Act
Compose
Conceptualize
Create
Customize
Design
Develop
Direct
Display
Draw
Entertain
Establish
Fashion
Formulate
Generate
Illustrate
Imagine
Improve
Initiate
Innovate
Introduce
Invent
Modify
Originate
Perform
Revise
Revitalize
Shape
Visualize

Detail

Arrange
Categorize
Classify
Compare
Examine
Inspect
Organize
Process
Record
Sort
Systematize

Teaching

Advise
Assess
Coach
Communicate
Develop
Educate
Evaluate
Explain
Facilitate
Guide
Influence
Initiate
Inspire
Instruct
Monitor
Persuade
Provide
Show
Teach
Tutor

Adaptability/ Flexibility

Acclimate
Adapt
Adjust
Alter
Anticipate
Change
Comply
Evolve
Learn
Modify
Revise
Rework

Analytical/Financial

Adjust
Allocate
Analyze
Appraise
Assess
Balance
Budget
Calculate
Compare
Compute
Conserve
Estimate
Evaluate
Examine
Forecast
Inspect
Interpret
Investigate
Manage
Measure
Net
Plan
Prepare
Program
Project
Quantify
Reconcile
Record
Reduce
Research
Retrieve
Review
Survey

Teamwork/Team-building

Collaborate
Contribute
Cooperate
Coordinate
Help
Involve
Participate
Share
Support
Uphold

Organizational

Arrange
Categorize
Chart
Collect
Compile
Coordinate
Correct
Distribute
Execute
File
Follow-through
Log
Maintain
Map out
Monitor
Obtain
Operate
Order
Organize
Plan
Prepare
Prioritize
Process
Provide
Purchase
Record
Review
Schedule
Submit
Supply
Systematize
Update
Verify

Communication/Interpersonal

Address
Arbitrate
Articulate
Author
Clarify
Communicate
Compose
Condense
Connect
Consult
Contact
Convey
Convince
Correspond
Debate
Define
Direct
Discuss
Draft
Edit
Explain
Express
Influence
Interact
Interpret
Interview
Lecture
Listen
Mediate
Moderate
Motivate
Negotiate
Observe
Outline
Persuade
Present
Propose
Reason
Reconcile
Report
Resolve
Respond
Speak
Specify
Suggest
Summarize
Translate
Write

Helping

Administer
Advocate
Aide
Alleviate
Answer
Arrange
Assess
Assist
Attend to
Benefit
Clarify
Coach
Collaborate
Contribute
Cooperate
Counsel
Demonstrate
Diagnose
Educate
Encourage
Ensure
Expedite
Facilitate
Further
Give
Guide
Help
Intervene
Listen
Motivate
Prevent
Provide
Refer
Relieve
Represent
Resolve
Serve
Support
Treat
Volunteer

Leadership/ Management

Administer
Appoint
Approve
Assign
Attain
Authorize
Chair
Contract
Control
Coordinate
Decide
Delegate
Develop
Direct
Eliminate
Emphasize
Enforce
Enhance
Establish
Evaluate
Execute
Facilitate
Handle
Hire
Improve
Incorporate
Increase
Initiate
Lead
Manage
Motivate
Multi-task
Navigate
Organize
Oversee
Plan
Preside
Prioritize
Produce
Recommend
Restore
Review
Schedule
Secure
Select
Streamline
Strengthen
Supervise
Terminate

Research

Analyze
Clarify
Collect
Compare
Conduct
Critique
Detect
Evaluate
Find
Highlight
Persuade
Propose
Prove
Simulate
Quantify
Stimulate
Study
Test
Train
Transmit

PR/Advertising

Advertise
Communicate
Contact
Correspond
Develop
Elicit
Enlist
Influence
Involve
Market
Persuade
Present
Promote
Propose
Publicize
Recruit
Sell
Show
Solicit

Technical

Apply
Assemble
Build
Calculate
Compute
Conserve
Construct
Convert
Debug
Design
Determine
Develop
Engineer
Fabricate
Fortify
Install
Maintain
Operate
Overhaul
Print
Program
Rectify
Regulate
Remodel
Repair
Replace
Restore
Solve
Specialize
Standardize
Study
Troubleshoot
Upgrade
Utilize

Quantifying

Cut
Decrease
Eliminate
Increase
Lessen
Lower
Maximize
Minimize
Raise
Reduce

Improvement/ Achievement

Accelerate
Accomplish
Achieve
Advance
Boost
Change
Correct
Enhance
Expedite
Fix
Further
Improve
Overhaul
Rectify
Repair
Resolve
Restore
Revamp
Revitalize
Save
Secure
Solve
Streamline
Strengthen
Update
Upgrade

Initiative

Conceptualize
Create
Design
Develop
Devise
Establish
Found
Generate
Implement
Innovate
Institute
Introduce
Launch
Lead
Motivate
Originate
Pioneer
Produce
Propose
Set up
Spearhead
Start

Jerry Washington

PO Box 157 • Suffield, CT 06032
Jerry.Washington@gmail.com • (777) 777-7777

EDUCATION

Asnuntuck Community College, Enfield, CT
Broadcast Communications, A.S.

Expected May 2016

RELATED COURSEWORK

Audio Production • Video Filmmaking • Public Speaking • Sports Reporting

RELATED EXPERIENCE

Department of Parks and Recreation, Enfield, CT

September 2013 - Present

Referee

- Monitor game play with co-workers while applying the sanctioned rules
- Manage player disputes and support positive sportsmanship

American Pool Management, Somers, CT

June 2012 - Present (seasonal)

Lifeguard

- Protect and ensure the safety of patrons, providing care according to Red Cross training and guidelines
- Work closely with co-workers to ensure proper communication and safety protocols
- Monitor pool chemical balance and correct discrepancies and corresponding pool issues
- Complete appropriate paper work, including injury reports and the chemical log book, in a timely manner

CAMPUS ACTIVITIES

107.7 WACC Asnuntuck Radio

January 2014 - Present

- Production assistant for weekly, live segments, including joke-writing for opening monologues and editing, on the noncommercial radio station for Asnuntuck Community College and its surrounding communities

Asnuntuck Film Society

August 2013 – Dec. 2013

- Served as a grip for the production of the fall film providing camera and lighting support

COMMUNITY SERVICE

Boy Scouts of America, Suffield, CT

September 2005 - Present

Eagle Scout

- Service Project: Created a new trail in the Suffield, CT, Public Park. Primary tasks included the pre-planning of a safe and accessible trail, designing templates for posted signs, clearing brush and fallen trees, and designating the trail with reflective markers.

SKILLS

Final Cut Pro 7 • Adobe Photoshop CC • Adobe Premiere CC • Adobe After Effects CC • First Aid and CPR Certified by the Red Cross • Proficient in Microsoft Office • Sony Switcher

Spencer Hastings, RN, BSN

1786 Ridgeview Drive ▪ Rosewood, PA 01235

(555) 555-5555 ▪ SHastings@gmail.com

EXPERIENCE

Harrisburg Hospital, Bone and Joint Institute, Harrisburg, PA

October 2014 – Present

Registered Nurse

- Receive patients from PACU, monitor post-op vitals, review post-op orders, orient patients to unit and review plans of care.
- Manage pain by implementing position changes, cold therapy, timely administration of analgesics with consideration of prior function (chronic pain, emotional requirements).
- Monitor patients closely for changes in condition and advocate as needs arise.
- Educate patients and families on post-op instructions and medications.
- Collaborate with an interdisciplinary team of medical and health care professionals comprised of physicians, a nurse manager, social workers, case coordinators, and physical/occupational therapists.

Woodlake at Philadelphia, Philadelphia, PA

March 2011 – October 2014

Registered Nurse – Night Charge Nurse of Post-Acute Rehabilitation

- Provided direct patient care to 30 patients recovering from orthopedic, cardiac and spinal surgeries, as well as patients admitted for strengthening due to weakness caused by dehydration, chemotherapy, strokes and brain injuries.
- Served intermittently as night shift supervisor, overseeing short- and long-term units totaling 130 beds.
- Administered controlled narcotics, assuming full responsibility for possession of keys, strictly adhering to regulations requiring the witnessed counting and charting of medications during change of shift.
- Delivered treatment and preventive care to patients with various kinds of wounds including assessment and proper dressing techniques.
- Maintained supportive relationships with coworkers and delegated to support staff appropriately.

Eastern Pennsylvania Medical Professionals (EPMP), Philadelphia, PA

February 2010 – March 2011

Registered Nurse – Pediatrics

- Educated families of various socioeconomic backgrounds on childhood diseases, illnesses and development.
- Performed various clinical tasks such as urinalysis interpretation, collection of blood samples for routine testing, vital signs monitoring and blood glucose monitoring.
- Maintained written records as directed by the State of Pennsylvania Department of Public Health following the administration of vaccines.
- Reviewed records of patients transferring to EPMP from previous providers and recommended appropriate immunizations and office visits.
- Triageed via telephone and coordinated follow-up care from specialists and emergency room visits.

EDUCATION

Hollis College, Ravenswood, PA

Bachelor of Science, Nursing

May 2009

- GPA: 3.86/4.00; Dean's List: Spring 2006 – Spring 2009
- Sigma Theta Tau International Honor Society of Nursing – Beta Omega Chapter

LICENSES & CERTIFICATIONS

- Pennsylvania Registered Nurse License (#73720)
- CPR/AED for the Healthcare Provider – American Heart Association

ADDITIONAL SKILLS

Proficient in SigmaCare, Accu-Chek, Microsoft Word, and Microsoft PowerPoint. Knowledgeable in EMR, Allscripts and MEDITECH.

Mike Jones

MikeRJones@gmail.com • (999) 999-999

<http://www.linkedin.com/in/mikerjones>

Education

University of Connecticut, School of Business

Storrs, CT

Bachelor of Science in Accounting, Expected May 2016

- Minor in Political Science
- Overall GPA: 3.68/4.00; Dean's List Fall of 2014 – present

Related Courses

Cost Accounting, Assurance Services, Business Information Systems, Federal Income Taxes, Advanced Accounting, Strategy, Policy and Planning, Applied Statistical Methods

Related Experience

Fall 2015 - present Pricewaterhouse Coopers Hartford, CT
Accounting Assistant

- Conduct financial analysis using Excel and Peachtree, post daily entries and reconcile accounts
- Assist 7-member CPA team with daily functions in client/server development, custom programming & Intranet implementations
- Support financial and accounting functions to insure compliance with AICPA standards, tax regulations and other governmental agencies

Fall 2014 - Spring 2015 Safeside Bank Tolland, CT
Portfolio Accountant Intern

- Estimate and send amortization of each long-term fixed profit holdings
- Calculate net asset amount of funds on monthly basis
- Compute interest accruals on fixed returns securities

Managerial Experience

Spring 2014 - present Friendly's Restaurant Manchester, CT
Asst. Manager

- Train and manage a team of 10 servers by implementing and teaching customer service protocol
- Maintain customer satisfaction surveys in the 90th percentile for two consecutive years

Leadership Experience

Spring 2014 - present Actuarial Club Storrs, CT
Vice President

- Coordinate monthly group events to fundraise, recruit new members, and provide professional development such as guest speakers, workshops, and conference attendance
- Lead weekly club meetings in president's absence

Skills

Proficient in QuickBooks, Crystal Reports, Peachtree, SPSS, Microsoft Excel, Word and PowerPoint; Knowledgeable in Microsoft Access, C++, Visual Basic, SAS, and Java

JULIAN TYLER

(860) 555-555 ▪ juliantyler@gmail.com

PROFESSIONAL PROFILE

Professional with over 30 years of journalistic experience, offering exceptional verbal, written and visual communication skills. Big-picture thinker who understands the value of mastering the details in any project. Highly organized and able to excel in high-stress situations with proven success in deadline-driven environments.

RELATED EXPERIENCE

Cristo's Camera Center, Springfield, MA Sept. 2012 – Present
Sales Associate & Photography Coach

- Provide customer service and complete camera and accessory sales transactions for a 61-year-old, family-owned camera shop.
- Make minor repairs and offer technical guidance for patrons as well as portfolio critiques and coaching for advanced customers.

Julian Michael Tyler Photography, Suffield, CT July 2009 – Present
Owner, Still Photographer

- Create compelling, story-telling images for print publication, internal communications and web use for clients such as Smith College, YWCA of Hartford, Journal Inquirer, American Heart Association, and the Boston Herald.
- Distill client's messages into a single, poignant image or group of images (www.jmtylerphoto.com),
- Developed Attention Nonprofits (<http://attentionnonprofits.com/>), a multi-media communications service committed to helping promote organizations working toward the greater good and to portray nonprofits in the best possible light.

Hartford Courant, Hartford, CT Feb. 1995 – June 2009
Asst. Photo Editor, Photographer, Video Producer

- Represented the photo department at daily news meetings with reporters, editors and designers to coordinate visuals with written copy for daily newspaper and website content.
- Assigned photographers and offered recommendations for picture use to news and layout editors through active discussions about optimal presentation for the work of a staff of extremely talented photojournalists in the limited space available in a daily newspaper.
- Produced informative, story-telling videos for MassLive.com, the online edition of The Republican Newspaper. Responsible for reporting, videography and non-linear video editing on very short deadlines. Worked with minimal direction, creating dynamic videos on the fly in the fluid environment of news, sports and general interest assignments.
- Generated digital newspaper/online edition photography using Photoshop to output daily news, sports and feature assignments along with extensive photo galleries.
- Wrote concise, publication ready captions for photos and texts for photo essays.

ADDITIONAL EXPERIENCE

MouseRat Party Band, Windsor, CT Aug. 2001 – Present
Lead Guitarist

- Perform as lead guitarist in popular local band, MouseRat (<http://mouserat.us/>), playing and arranging classic blues, rock and soul music.
- Coordinate all marketing efforts, including managing the band's website and Facebook pages, designing promotional materials, email blasts and writing all promotional copy.

EDUCATION

Asnuntuck Community College, Enfield, CT
Associate of Science, Business Administration Expected May 2016

University of Hartford, West Hartford, CT
Encore!Hartford March 2012 – May 2012
One of 24 Fellows to complete the annual non-profit leadership training, an intensive, hands-on education program designed to successfully bridge skills and prior work experience to employment in the non-profit sector.

University of Connecticut, Storrs, CT
Bachelor of Arts in Photojournalism/Fine Arts May 1985

COMMUNITY SERVICE

American Heart Association, CT/Western MA Chapter March 2013 – Present
Social Media Writer

- Wrote and edited press releases for the American Heart Association's New Haven Start! Walk, an event raised which \$400,000 for the organization.
- Generate Facebook and Twitter posts for upcoming events.

American Red Cross, CT Chapter October 2011
Event Planner

- Conceived, organized and promoted dinner/dance with live entertainment and raffles to benefit Hurricane Irene victims, an event which raised nearly \$2000.

SKILLS

Adobe Photoshop and Lightroom ▪ Final Cut ▪ Social Media Marketing (Facebook, Twitter, Instagram, and LinkedIn) ▪ Canon and Nikon ▪ Microsoft Word

Jacqueline L. Timms
Enfield, CT • (860) 654-9875
jacquelinetimms@gmail.com

EDUCATION

Asnuntuck Community College, Enfield, CT
Liberal Arts, A.A.

Expected May 2016

Dean's List

Spring and Summer 2013

RELATED COURSEWORK

Anatomy & Physiology I and II • Microbiology • General Biology • Concepts of Chemistry

EXPERIENCE

Parkway Pavilion Health & Rehabilitation Center, Enfield, CT

Dietary Aide

Dec. 2013 – present

- Prepare meal trays on a 3-member kitchen team for over 100 building residents
- Adhere to dietary restrictions and preferences when organizing snacks and meals
- Wash and sanitize dishes, trays, carts, and kitchen surfaces at the conclusion of each serving period

Stop & Shop, Enfield, CT

Deli Clerk

July 2012 – Dec. 2013

- Assisted 30-50 customers/hour with deli purchase decisions and supported the prepared foods department in frying meats and making sandwiches
- Ensured patron satisfaction with positive customer service, product display maintenance, and accurate order delivery

Six Flags New England, Agawam, MA

Flash Pass Attendant

April 2011 – Oct. 2011

- Admitted flash pass guests on amusement park rides, trained patrons on pass operations, and ran the cash register as needed

LEADERSHIP & COMMUNITY SERVICE

Student Activities, Asnuntuck Community College

Spring 2015 – present

President (current), *Vice President* (Spring 2015)

Life Choice Donor Awareness Committee, Asnuntuck Community College

Spring 2015

Chair

- Managed an 8-person committee that developed and implemented an organ donation event resulting in over 40 new registrations

Student Government Association, Asnuntuck Community College

Fall 2014 – present

Vice President (current), *Senator* (Fall 2014, Spring 2015)

CERTIFICATES

Health Career Pathways Certificate (expected Spring 2016) • Launch Your Leadership Journey Certificate (Fall 2015)

LOVANDA R. SIMON

South Preston, CT • (860) 555-5555

lovandasimon@gmail.com • @LovandaSimon • [LinkedIn](#)

EXPERIENCE

Feature Writing Intern

June 2014 – August 2014

The Norwalk Hour, Norwalk, CT

Wrote and published assigned stories for a daily print newspaper with a circulation over 16,000 covering food, travel, automotive, sports, and hard news.

Staff Writer

Sept. 2013 – Present

The Quinnipiac Chronicle, Hamden, CT

Write and publish hard news stories for both print and digital platforms of the weekly student-run newspaper at Quinnipiac University, a private liberal arts school with 9,000 students. Interview news sources on and off campus and cover breaking news through Twitter and Facebook.

Digital News Intern

May 2013 – July 2013

CT Latino News, Farmington, CT

Created 3-4 weekly aggregate stories and conducted interviews for an online news source covering lifestyle, politics, consumer business, education, health, and opinion.

Editor-at-Large/Editor-in-Chief

Jan. 2010 – May 2012

Horizons, Bridgeport, CT

Served two semesters as staff writer for Housatonic Community College's weekly student-run newspaper, promoted to Editor-at-Large followed by Editor-in-Chief by advisor, Steve Mark. Assigned and wrote stories, designed pages, and edited pieces of student reporters.

Editor-in-Chief

Jan. 2010 – May 2012

Images, Bridgeport, CT

Solicited and selected essays, stories, poems, and plays proposed by student journalists, edited content, and mastered InDesign to produce the style and layout of each issue of Housatonic Community College's annual student-run literary magazine.

EDUCATION

Quinnipiac University, School of Communications, Hamden, CT

B.A. in Journalism; Minor in Management; GPA: 3.70

Expected Graduation May 2015

Honors: *Dean's List Fall 2012 – Fall 2014, Lambda Pi Eta (The National Communication Association) Member*

Housatonic Community College, Bridgeport, CT

A.A. in Liberal Arts, concentration in Journalism

May 2012

Honors: *Dean's List Fall 2010 – Spring 2012, 2012 Connecticut Post Excellence in Student Journalism Award*

SKILLS

Adobe Premier Pro CC and InDesign CC, Final Cut Pro, Hootsuite, Twitter, Instagram, Facebook, Tumblr, Microsoft Word, PowerPoint, and Excel