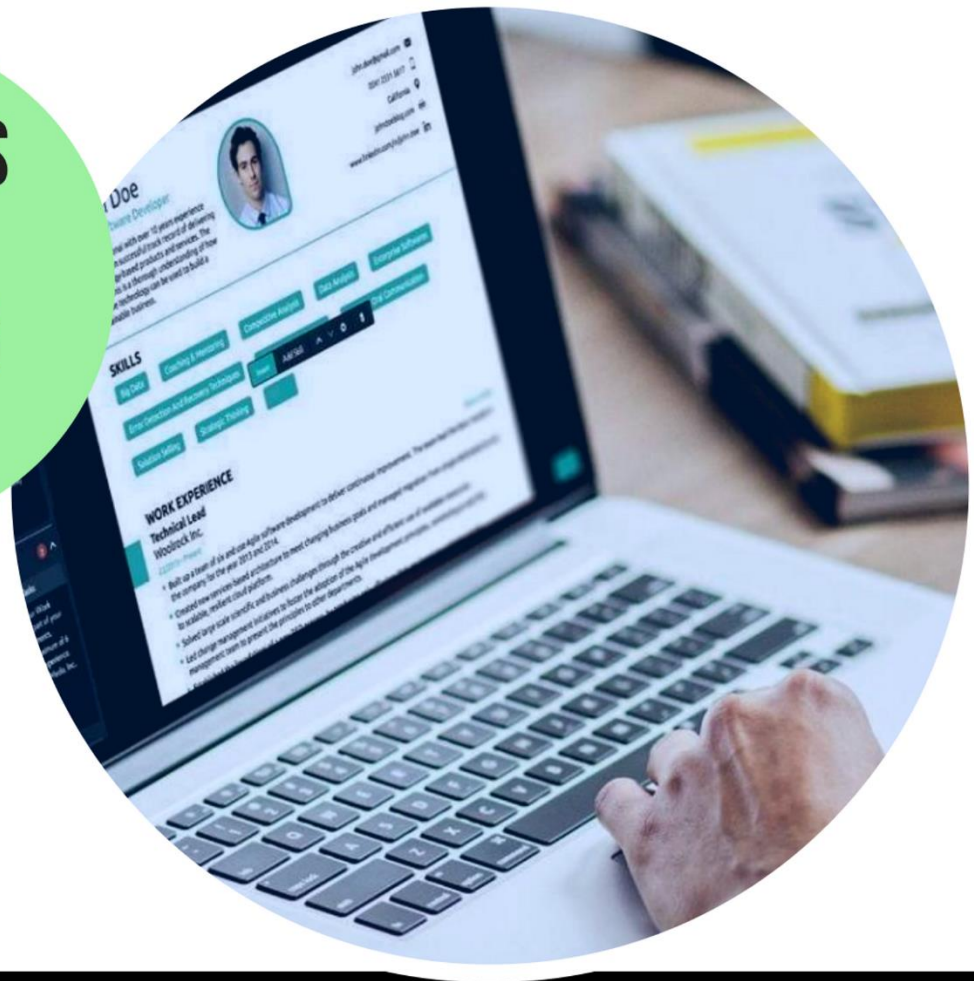


RESUME SAMPLES

**EXAMPLES
ACROSS
MAJORS &
YEARS**



**LEARN ABOUT
FORMATTING**

**BUILD YOUR
BULLET POINTS**

**TAILOR YOUR RESUME
TO FIT YOUR STYLE**

Resume Overview

A resume is a way of showcasing your experiences, education and skills. It is a marketing tool that plays a crucial part in getting noticed by an employer and secures future interviews. If you were to Google the word 'resume' you would be given millions of websites from how to write resume, tips on building a resume or even people willing to make one for you for a monetary fee (word to the wise, don't pay a stranger to write your resume. It never turns out well and recruiters will notice it immediately).

Writing a quality resume begins with a targeted one-page summary of your skills and experiences that convinces the employer you would be successful in that position. It should be honest, positive, concise and easy to read.

Resumes answer the employer's question, "**What can this candidate do for my organization?**" Consider the following:

- What are your marketable skills?
- What special qualities do you have that set you apart from others?
- What is your goal(s) and how have you achieved it so far?
- What are some tasks and projects you have been involved with?
- How are you involved in school? In your community?
- When have you demonstrated leadership skills and exhibited good team player skills?
- How would others describe you in school? At work? At home?
- Why do you want to work for this company? In this industry?

Resume Format

Additional Categories To Highlight Your Qualifications, Skills & Achievements	
Profile or Summary	<ul style="list-style-type: none">– Written snapshot of your skills, experience and/or education.– Showcases transferrable skills from one industry to another.– Used often for job seekers with multiple years of work experience
Relevant Coursework	<ul style="list-style-type: none">– List the courses that are directly related to your field– Write out full course titles (not numbers)
Academic Projects/ Research	<ul style="list-style-type: none">– List Project title, department/lab/name of organization, dates– Describe the project similar to experience, methods used and findings
Honors/ Awards	<ul style="list-style-type: none">– List out academic honors, scholarships, awards, etc.
Customized Experience	<ul style="list-style-type: none">– Create headings that clearly demonstrate your experience in relation to what the employer is looking for (ex: Marketing Experience, Management Experience, Leadership Experience, etc.)– Same format as experience section
Leadership	<ul style="list-style-type: none">– List position(s) held, organization, dates and description of achievements– Same format as experience section
Activities/ Volunteer	<ul style="list-style-type: none">– List membership of clubs, activities, volunteering and sports
Certifications/ Licenses	<ul style="list-style-type: none">– List out (if applicable to position or industry)
Interests	<ul style="list-style-type: none">– List hobbies, talents, etc.
Never Include	
Personal Information	<ul style="list-style-type: none">– Inappropriate to include marital status, date of birth and citizenship in the US
References	<ul style="list-style-type: none">– "References Available Upon Request" is assumed in any application
Pictures	<ul style="list-style-type: none">– Never include a photo of yourself on a resume
First Person Narrative	<ul style="list-style-type: none">– Do not use full sentences or use "I" (Start sentences with an action verb)

Build Your Bullet Points

Bullet points describe your experiences to the questions from the **Resume Overview** section. Answers to these questions and examples of each bullet point can be broken down into 3 categories:

1. What did you do? *SITUATION*

- Examples can include work experience, internships, volunteering, clubs/organizations, research projects, sports, etc.

2. How did you do it? *ACTION*

- The steps you took or techniques you used to achieve the end result.

3. What was the result? *ACHIEVEMENT*

- Show measurable results whenever possible. Quantify your achievements- numbers stand out in resumes and speak in volumes to employers in hiring.

It can be easy to state what you did in a particular job but the more important part is telling the reader how good you are at what you did. Your descriptions should be stated in terms of what value you were able to add in a tangible and quantifiable manner.

Your goal is to write accomplishment statements that always start with a unique action verb and are direct in explaining what steps you took or the techniques you used to achieve the result.

Action Verbs

Using strong action verbs help to compose concise, persuasive, reader-centered resumes, cover letters, or other types of professional correspondence. The examples below are to assist you in describing your experiences and achievements.

Abstracted	Anticipated	Boosted	Conceived	Created
Accelerated	Applied	Branded	Conceptualized	Critiqued
Accentuated	Appointed	Broadened	Concluded	Customized
Accepted	Appraised	Budgeted	Condensed	Cut
Accomplished	Apprised	Built	Conducted	Debugged
Accounted for	Approved	Calculated	Conferred	Decided
Achieved	Arbitrated	Calibrated	Configured	Decreased
Acquired	Arranged	Categorized	Conserved	Defined
Acted	Articulated	Centralized	Considered	Delegated
Activated	Assembled	Challenged	Consolidated	Delivered
Adapted	Assessed	Changed	Constructed	Demonstrated
Added	Assigned	Charted	Consulted	Described
Addressed	Assisted	Checked	Contacted	Designated
Adjusted	Assumed	Clarified	Contracted	Designed
Administered	Attained	Classified	Contributed	Detected
Advanced	Attended	Coached	Controlled	Determined
Advertised	Audited	Coded	Converted	Developed
Advised	Augmented	Collaborated	Conveyed	Devised
Advocated	Authored	Collected	Convinced	Diagnosed
Aided	Authorized	Communicated	Cooperated	Differentiated
Allocated	Automated	Compared	Coordinated	Directed
Amend	Awarded	Compiled	Corrected	Disciplined
Amplified	Balanced	Completed	Correlated	Discussed
Analyzed	Benchmarked	Composed	Corresponded	Dispatched
Answered	Billed	Computed	Counseled	Dispensed

Displayed	Guided	Merged	Reasoned	Specialized
Disseminated	Handled	Minimized	Received	Specified
Distributed	Headed	Modeled	Recognized	Spoke
Diversified	Helped	Moderated	Recommended	Sponsored
Documented	Hired	Modified	Reconciled	Standardized
Doubled	Hosted	Monitored	Recorded	Started
Drafted	Hypothesized	Motivated	Recovered	Stated
Drove	Identified	Moved	Recruited	Stimulated
Earned	Illustrated	Navigated	Rectified	Strategized
Edited	Imagined	Negotiated	Redesigned	Streamlined
Educated	Implemented	Netted	Reduced	Strengthened
Effected	Imported	Networked	Reestablished	Structured
Elected	Improved	Observed	Referred	Studied
Eliminated	Improvised	Obtained	Registered	Submitted
Emphasized	Inaugurated	Operated	Regulated	Suggested
Employed	Incorporated	Orchestrated	Rehabilitated	Summarized
Empowered	Increased	Ordered	Reinforced	Supervised
Enabled	Indexed	Organized	Remodeled	Supplemented
Encouraged	Indicated	Originated	Reorganized	Supplied
Enforced	Individualized	Outlined	Repaired	Supported
Engineered	Influenced	Overhauled	Reported	Surveyed
Enhanced	Initiated	Oversaw	Represented	Synthesized
Enlisted	Innovated	Painted	Researched	Systematized
Ensured	Inspected	Participated	Reserved	Taught
Established	Inspired	Perceived	Responded	Tended
Estimated	Installed	Perfected	Restored	Tested
Evaluated	Instilled	Performed	Restructured	Theorized
Examined	Instituted	Persuaded	Retrieved	Traced
Exceeded	Instructed	Photographed	Revamped	Tracked
Excelled	Integrated	Pinpointed	Reversed	Trained
Executed	Interpreted	Pioneered	Reviewed	Transformed
Expanded	Intervened	Planned	Revised	Translated
Expedited	Interviewed	Prepared	Revitalized	Transmitted
Experimented	Introduced	Presented	Revolutionized	Transported
Explained	Invented	Preserved	Rewarded	Traveled
Explored	Investigated	Prevented	Routed	Treated
Expressed	Involved	Printed	Salvaged	Troubleshoot
Extended	Joined	Prioritized	Scanned	Tutored
Extracted	Justified	Processed	Scheduled	Unified
Facilitated	Launched	Produced	Screened	Updated
Familiarized	Lectured	Programmed	Searched	Upgraded
Fashioned	Led	Projected	Secured	Utilized
Figured	Linked	Promoted	Selected	Validated
Filed	Listened	Proofread	Served	Verified
Forecasted	Located	Proposed	Set up	Visualized
Formalized	Lowered	Protected	Shaped	Volunteered
Formed	Maintained	Proved	Shared	Won
Formulated	Managed	Provided	Simplified	Wrote
Fortified	Mapped	Publicized	Simulated	
Founded	Marketed	Published	Skilled	
Furthered	Maximized	Purchased	Solicited	
Gained	Measured	Qualified	Solidified	
Gathered	Mediated	Quantified	Solved	
Generated	Mentored	Realized	Spearheaded	

Target Your Resume to the Job

There is no 'one size fits all' when it comes to resumes. A resume is often the first impression you make on a potential employer so you want to stand out from the other resumes. This chapter has all been about how you can answer the employer's question, "**What can this candidate do for my organization?**" You want to answer the question by representing the skills you have and how it can address the company's need.

Things to remember when writing a targeted resume:

- **Don't Assume That the Employer Will "Know What You Mean"**
You need to be specific in what you can bring to the employer and showcase how you have used the skill previously.
- **Be Consistent!**
Your resume needs to be easy to read so the easier you make it for the employer to see how you are the right fit for the job the better.
- **Take Ownership of Your Accomplishments**
Action verbs demonstrate your achievements but your resume should be a testament to all that you have done...and you have always done more than you think!
- **Let a Job Position Be Your Guide**
Read the skills and qualifications listed in a job posting and underline the words that match your experience. Read the job responsibilities and circle the words that match your experience. Review the matches and ask when you are faced a similar task and how you applied these skills then put those examples on your resume.

By tailoring your resume for each company you are applying to, you give them no doubt that you are the best person for the job.

A great resume takes time and the Center for Career Development is available to help you at every step along the way!

FIRST YEAR STUDENT RESUME SAMPLE

Jane Morrison

Morrisonj1@student.mville.edu | 962-785-5501

Education

Manhattanville College, Purchase, New York
Bachelor of Arts | Undecided major

Expected May 2022

Lakeland High School, Shrub Oak, New York
Regents Diploma

June 2018

Honors & Awards

Provost's Award | Sister Mary T. Clark, RSCJ Community Service Scholarship | National Honor Society | High Honor Roll

Work Experience

Regal Entertainment Group, Cortlandt Manor, New York
Floor Staff

Summers 2015-2018

- Answered guest questions courteously and accurately or quickly direct them to the appropriate resource.
- Maintained cleanliness of 10 theaters and concession stand area.
- Collected tickets and distributed 3D glasses to patrons.

Extra-Curricular Activities

Varsity Lacrosse Team, Lakeland/Panas Rebels, Midfielder

2015-2018

- Voted captain for 2016-2017 season by teammates and coaches.
- Led a team represented by two local high schools to a 19-3 season as Team Captain.
- Motivated teammates by modeling hard work, dedication, and positive feedback.

Volunteering

John C Hart Memorial Library, Cortlandt Manor, NY, Computer Coach

2014-2017

- Supported Technology Resource Specialist (TRS) in guiding library patrons with ABC logon and PC reservation procedures and other functions.
- Checked equipment at the end of the shift to ensure that all computers are working.
- Provided basic help instructions to patrons, using Windows-based software and internet research.
- Troubleshoot technology problems while educating patrons on best practices.

Putnam Humane Society, Carmel, NY, Associate

May 2015- July 2016

- Trained to work with animals by feeding them and cleaning their living space to help keep them healthy and in good appearance for potential adopters
- Improved listening and instruction skills involving animal care

Skills

Computer: Microsoft Word, Excel, PowerPoint, Mac, Social Media (Facebook, Twitter, Instagram)

Language: Conversational Spanish

TRANSFER STUDENT RESUME SAMPLE

Mariela Rogers

917-555-1234 ♦ rogersm1@student.mville.edu

EDUCATION

Manhattanville College Purchase, New York
Bachelor of Arts in Psychology May 2019
GPA: 3.0/4.0; Honors: Dean's Award, Dean's List

Westchester Community College Valhalla, New York
Completed 30 credits towards psychology degree May 2016

ACADEMIC PROJECTS

Independent Study Spring 2018
Effects of Meditation on College Transitioning

- Researched appropriate inventories to use on the effects of daily meditation on stress, anxiety, adjustment, and other psychological disorders
- Collaborated with Manhattan College Professors to recruit 50 student participants from undergrad and graduate schools
- Selected to present data and study findings at Academic Research Scholars Program in Fall 2019

Research Methods in Psychology Fall 2017
Chronic Traumatic Encephalopathy (CTE) in Collegiate Athletes

- Researched a correlation between sports related concussions and CTE through professional journals, articles and appropriate survey material
- Recruited participants and had completed the proper consent forms, surveys, and demographics form
- Found inconclusive results due to the shortage of participants with concussions

RELATED EXPERIENCE

Saint Vincent's Hospital Harrison, New York
Mental Health Aide July 2018-Present

- Member of a multidisciplinary team which consists of physicians, nurses, and therapists to provide appropriate one-to-one care based on condition
- Maintain patient safety and assist in the de-escalation of adolescent patients
- Oversee patient's daily living activities and escort patients to on-grounds activities
- Document patient care in the medical record daily

WORK EXPERIENCE

Rye YMCA Rye, New York
Lifeguard November 2014- Present

- Monitor swimming area and maintain a strict watch on the individuals around the pool
- Ensure that all rules and regulation pertaining to swimming are followed by all guests
- Test and maintain appropriate chlorine and pH levels in the water throughout the day

CERTIFICATIONS

American Red Cross Lifeguarding, First Aid, CPR

SKILLS

Microsoft Office (Word, Excel, PowerPoint), SPSS

ART HISTORY / DIGITAL MEDIA STUDENT RESUME SAMPLE

Kenzie Freda

555-648-1357 ❖ fredak1@student.mville.edu

EDUCATION

Manhattanville College

Purchase, NY

Bachelor of Arts in Art History

Expected May 2019

Digital Media Art Minor

RELEVANT COURSEWORK

Advanced Digital Video Production | Graphic Design | Digital Photography & Imaging | Introduction to Museum Studies | Decoding Davinci | 2D Animation | Constructing Images & Studio Practice | Three Dimensional Design

TECHNICAL SKILLS

Operating Systems: Windows, Mac OSX,

Software: MS Word, PowerPoint, Excel, Photoshop, Illustrator, AVID, Final Cut Pro with film, digital video, and pictures for stop animation

Web Development: Word Press, Google Analytics, HTML

Social Media: Twitter, Facebook, Tumblr, Instagram, Vine

INTERNSHIP EXPERIENCE

United States Holocaust Memorial Museum

Washington, DC

Film and Video Archives Intern

Summer 2018

- ⌘ Researched and updated historical film and video footage into digital format
- ⌘ Prepared reference materials and finding aids for documents
- ⌘ Provided background research on footage in the collection
- ⌘ Digitally uploaded photo archives for identifying people and places, creating accession records, and helping visitors and staff locate specific images for their research

Live with Kelly and Ryan

New York, NY

Production/Field Intern

September 2017- May 2018

- ⌘ Researched and created fact sheets for upcoming guests daily for producers
- ⌘ Reviewed and logged incoming interviews and videos using AVID
- ⌘ Attended field producer and crew members on local field shoots

American Museum of Natural History

New York, NY

Intern

Summer 2017

- ⌘ Updated contact information on museum volunteers and attendee evaluations into database
- ⌘ Assisted with event preparation including physical set up and posting marketing materials
- ⌘ Resolved visitor questions and concerns by phone and assisted them with navigating museum exhibits

VOLUNTEERISM

Architecture and Design Film Festival, New York

Fall 2017

- ⌘ Contributed to in-house design and layout of printed materials, including brochures, flyers, and program guide

Tribeca Film Festival, New York, NY

Spring 2016 & Spring 2017

- ⌘ Tracked all incoming and outgoing event attendees; responded to any attendee inquiries

COMMUNICATIONS & MEDIA STUDENT RESUME SAMPLE

Molly Medina

(718) 555-1876 • medinem2@student.mville.edu

EDUCATION

May 2020 **Manhattanville College**, Purchase, NY
Bachelor of Arts in Communication and Media
GPA: 3.74 /4.0

HONORS

Manhattanville College Chairman's Awards • Dean's List

RELATED COURSES

Public Relations and American Culture, Communicating in the Business, Persuasion, Media Law and Ethics
Minorities in the Media, Public Speaking, Documentary Media, Gender & Communication, Computer Graphics

EXPERIENCE

9/2017- Present **Clinton Global Initiative**, *Event Logistics Intern*, New York, NY

- Create short essays on the foundation's website about upcoming and past events
- Communicate to prospective media partners for events to raise awareness about the goals of the *Too Small to Fail* initiative to provide meaningful actions to improve the health and well-being of children ages zero to five
- Coordinate hotel and travel arrangements as well as the credential program for all CGI including CGI Planning Retreat, CGI International and CGI University
- Write biographies about children and partners to educate the public on the mission and vision of the foundation

LEADERSHIP

1/2017- Present **WMVL, Manhattanville College Radio Station**, *General Manager*

- Coordinated weekly meetings with staff members to plan events, budgets, administrative responsibilities
- Communicated with radio station advisor on a daily basis to provide ongoing status updates
- Monitored progression of approximately 10 staff members by supervising programming and giving feedback
- Interviewed, hired, and trained approximately 5-20 staff members including technical training on turntables
- Created and performed a weekly radio show that showcased music from all across the world
- Coordinated with 3 different Manhattanville College student organizations to DJ events

8/2016- Present

Public Relations Student Society of America (PRSSA), *Social Media Coordinator*

- Motivate members through an enthusiastic attitude towards PRSSA
- Provide content for Manhattanville College's PRSSA Tumblr, Facebook page, Twitter account and LinkedIn
- Collaborated with the VP of Communications to send out important information in timely manner
- Regularly scanned PRSSA.org and Manhattanville College News for relevant information to provide to chapter

VOLUNTEER

5/2017-8/2017 **Coalition for the Active Preservation of the Resource Water**, *Volunteer*, Washington, DC

- Helped organize numerous events aimed at educating students about the importance of ecosystem, biology, and the human carbon footprint via entertainment, lectures, and talkback discussions in Panamanian public school systems

6/2016-8/2016

Green Chimney's Clear pool Camp, *Volunteer*, Carmel, NY

- Developed and implemented personalized learning plans for 25 campers between the ages of 10- and 11-year olds. Directed and implemented the educational activities for these specific programs
- Oversaw five other co-counselors and was responsible for their well-being and reported to the director
- Ensured the social, emotional and physical safety of all campers

SKILLS

Technical: Proficient in Windows/Mac, Microsoft Office (Word, PowerPoint and Excel), Google Docs, HTML
Social Networking: Twitter, Facebook, Tumblr, Pinterest, LinkedIn, Instagram, Vine
Languages: Basic Comprehension in French

INTERESTS

Event Planning, Politics, Journalism, and Writing Music

COMPUTER SCIENCE STUDENT RESUME SAMPLE

LUKE ERICKSON

(917)744-8462 | lerickson01@mville.edu | www.linkedin.com/URL | github.com/LukeE

- E D U C A T I O N -

Manhattanville College, Purchase, NY

Bachelor of Science in Mathematics & Computer Science, Expected May 2019

GPA: 3.6/4.0

- T E C H N I C A L S K I L L S -

Operating Systems: Windows, Mac OSX, Linux (Ubuntu, Backtrack 5, Helix)

Programming Languages: C, C++, Java, JavaScript, Python, Ruby on Rails, HTML, SQL, PHP and Visual Basics

Troubleshooting: Hardware, Software and Virus Removal/Prevention

Software: Microsoft Word, Excel, PowerPoint, Publisher, Visual Studio, Eclipse, Adobe Illustrator, Photoshop, Illustrator, and InDesign and Unreal Game Editor

- A C A D E M I C P R O J E C T S -

Creating Android Apps II, Spring 2018

- Designed and coded a web based Music Player App that allowed users to upload content and store tags using Python to manage SQLite3 database tables in a team of two

Computer Organization, Fall 2017

- Co-collaborated research project on Microprocessor: the importance, the past, and the future
- Researched and compared 20+ years' worth of studies on history and development of the Microprocessor
- Concluded that the Microprocessor could possibly control everything in the near future if evolution and operating speeds continue

- R E L A T E D E X P E R I E N C E -

Arkadium, New York, NY

Game Development Intern, May 2018- August 2018

- Developed games using C# for Windows 8
- Created new tools to help game designers, artists, and programmers for deployment of app solutions
- Worked closely with the graphic designers to ensure development is 'on brand' with Arkadium guidelines
- Participate in brainstorming to come up with ideas for the next hit games

Hacker League Hackathon 2013, New York, NY

Pearson Team, May 2017

- Developed an integrated mobile app for the Pearson LearningStudio Learning Management System (LMS) using Action Script, HTML, CSS, and JavaScript in a 4-person team
- Utilized Pearson's existing LearningStudio APIs to create virtual classroom activities that promote social learning

- V O L U N T E E R -

FIRST Robotics Competition (FRC), New York, NY

Referee, April 2016 & April 2017

- Certified Referee to observe team matches, identify rule violations, and "call" them
- Calculated the official score of the matches and participate in deliberations regarding contested calls
- Played a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

FIRST LEGO League (FLL), New York, NY

Judging Assistant, April 2015 & April 2016

- Assisted with queuing teams to stations and ensure that games were started and finished in a timely manner

INTERNATIONAL STUDIES STUDENT RESUME SAMPLE

Murphy Brown

Brownm1@student.mville.edu ▪ 914-555-1234 ▪ www.linkedin.com/URL

EDUCATION

Manhattan College, Riverdale, NY

Bachelor of Arts in International Studies with a Global Justice Concentration, May 2020

GPA: 3.9/ 4.0

RELEVANT COURSES

International Law ▪ Armed Conflicts ▪ Ballots, Bullets, & Barricades ▪ Environmental Geography ▪ Comparative Politics
▪ International Relations Since 1945 ▪ Legal Ethics ▪ Law & Politics of International Trade ▪ International Law ▪
Globalization & Nation-State ▪ Search for Peace

HONORS

Castle Scholars Honor Program ▪ Chairperson's Award ▪ Alumni Award ▪ Dean's List

AWARDS

Model United Nations, *Honorable Mention for Outstanding Performance*, March 2013

The International School of Beijing, Model United Nations, *Certificate of Participation*, April 2012

LEADERSHIP

Model UN at Manhattanville College, Fall 2016- Present

Club Founder and President, Spring 2017- Present

Head Delegate, Fall 2017- Present

- Compete at Collegiate Conferences in Beijing, New York City and Washington D.C.
- Lead team of 25 as a teacher's assistant to win awards such as Honorable Mention and Distinguished Delegation
- Volunteered by co-chairing a committee during Model UN Conference for high schools
- Attended a Master's course workshop at the United Nation's University for Peace in Ciudad Colon, Costa Rica

Human Rights Committee Chair, Spring 2017 – Spring 2018

- Organized events including *Peace Day* and *MUN Day*
- Developed website and designed all advertisements for conference

ACTIVITIES

Government Club, Member, Fall 2017-Present

- Increase the presence of student government and politics on campus
- Introduced monthly coffee discussions and debates on domestic and international topics

Touchstone Campus Newspaper, Fall 2017-Present

- Write two to three articles weekly on political issues and current events topics
- Coordinate and carry out the posting of articles to the newspaper's website

Student Government Association, Chair of Club Establishment, Fall 2016-Spring 2017

- Attended hearings scheduled for prospective clubs to help write and vote on final decisions
- Ensured the proper following of rules and procedures for all student run organizations on campus

VOLUNTEER

Associated Press, New York, NY

Voter Entry Operator, November 2016

- Compiled election data for counties in several states on election night for up to the minute results
- Submitted voting results into Associated Press database

SKILLS

Microsoft Word, Excel, PowerPoint, Mac, WordPress, HTML, Social Media (Facebook, Twitter, Instagram, Tumblr)

STUDENT ATHLETE/ACCOUNTING MAJOR SAMPLE RESUME

OSCAR MARTINEZ

555-147-6589 ▪ martinezo1@students.mville.edu

EDUCATION

Manhattanville College
Bachelor of Arts in Accounting
GPA: 3.0/4.0

Purchase, NY
Expected May 2020

RELEVANT COURSES

Advanced Auditing ▪ Intermediate Accounting I& II ▪ Cost Accounting ▪ Fundamentals of Taxation ▪ Corporate Finance
▪ Practical Approach to Business Law ▪ Economic Statistics ▪ Law and Business Ethics ▪ Investment Analysis ▪ Auditing

INTERNSHIPS

Deloitte Tax LLP

Strategic Tax Advisory Internship

New York, NY
May 2018– August 2018

- Conducted Bonus Depreciation Analysis and Tax Basis Balance Sheet reconciliation for companies in utility industry
- Assisted in identifying tax planning opportunities that lower effective tax rate for clients in diversified industries
- Advanced skill in utilizing Excel and Word to perform work paper calculations and analysis

H&R Block

Tax Associate

New York, NY
January 2018– May 2018

- Prepared and reviewed adjustments, deductions and credits for individual and small business tax returns
- Verified data input and totals on forms prepared by others to detect errors in arithmetic, data entry and procedures
- Communicated with clients to obtain additional information on taxable income, deductible expenses and allowances
- Researched and consulted tax law handbooks in order to determine procedures for preparation of atypical returns
- Advised taxpayers by providing sufficient information and guidance in order to assure correct tax form completion

LEADERSHIP EXPERIENCE

Manhattanville College Men's Soccer Team

Forward

Purchase, NY
August 2016 – Present

- Year-Round intensive training program with intercollegiate games during fall season
- Commit 20 hours per week: practices, strengthening workouts, conditioning workouts, and extra sessions
- Constantly evaluated on performance and improvement through one-on-one meetings with coaches.
- Training success demands an unrelenting emphasis on team dynamics, leadership, and the ability to self-motivate

Student Government Association

Freshman Class Representative

Purchase, NY
Fall 2016-Spring 2017

- Attend meetings for event planning, act as communication link between students/administration, address concerns
- Work with university faculty, students, and other SGA representatives. Help keep communication open for resolution

WORK EXPERIENCE

Kennedy Gymnasium at Manhattanville College

Student Worker

Purchase, NY
November 2016 – Present

- Manage equipment inside the gym and made sure everything was there and accounted for
- In charge of monitoring people entering and exiting the building
- Provide any customer service for both the public and students who had any questions

SKILLS

Technical: Microsoft Office Word, Excel, PowerPoint, QuickBooks, ATX Tax Software, Quicken, HTML

Interests: Real Madrid CF, Traveling, and Cooking

THEATRE STUDENT SAMPLE RESUME

Demetria Guynes

914-555-2200 ♦ guynesd1@student.mville.edu

HEIGHT: 5'7" ♦ HAIR: BLONDE ♦ EYES: GREEN ♦ WEIGHT: 125

PERFORMANCE EXPERIENCE

Theatre:

<i>The Merchant of Venice</i>	Portia	Manhattanville College
<i>The Night Thoreau Spent in Jail</i>	Mistress Ball	Manhattanville College
<i>Much Ado About Nothing</i>	George Seacoal	Manhattanville College
<i>Hamlet</i>	Horatio	The Capitol Theatre
<i>Proof</i>	Catherine	The Capitol Theatre
<i>Twelfth Night</i>	Olivia	Boscobel Shakespeare in the Park
<i>Julius Caesar</i>	Cinna, Young Cato	Boscobel Shakespeare in the Park

Dance:

<i>Masterblaster</i>	Tap Dancer	Manhattanville College
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DIRECTING EXPERIENCE

<i>Daniel on a Thursday</i>	Manhattanville College
<i>Poof</i>	The Capitol Theatre
<i>Guys</i>	The Capitol Theatre

EDUCATION

Manhattanville College, Purchase, NY

Bachelor of Arts, expected May 2019

Major: **Dance and Theatre** Concentration: **Theatre**

London Dramatic Academy, London, England, Spring, 2018

Studied acting, stage combat, voice, speech, Alexander technique, physical theatre, movement, historical dance, and Shakespeare

TRAINING

Acting: Clista Townsend, Jeff Kaplan, Michael Bartoli

Singing: Mark Cherry, Diana Canvoa, Faith Esham

Improv: Ara Fitzgerald

Dance: Shawn Bible, Hannah Fox, Bonnie Walker

Geva Theatre Centre Summer Conservatory, Rochester, NY, Summers 2015, 2016, 2017

Trained in scene work, monologues, Laban technique, voice and speech, and singing technique

Valley School of Dance, Geneseo, NY, 2003 – 2015

Trained in ballet, tap, jazz, and modern

SKILLS

Ballet, Jazz, Yoga, Cart Wheels, Singing, Tai Kwan Do, Sewing, Tractor Driving



Manhattanville
COLLEGE

Center for Career Development

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PHONE: (914) 323-5484

EMAIL: CAREERS@MVILLE.EDU

WEB: MVILLE.EDU/CAREERS

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