

CARYN JOHNSON

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EDUCATION

Ursinus College

Bachelor of Arts in Business and Economics; Math Minor

GPA: 4.0/4.0

Honors: Dean's List; Phi Beta Kappa

Collegeville, PA

May 20xx

EXPERIENCE

Touchstone, IS&GS

Cost Accounting Intern

- Analyzed unbilled balances of four general ledger accounts resulting in balance sheet cleanup and write-offs of aged items
- Created three automated Excel templates to validate retro rates saving analysts five hours of manual calculations
- Identified 210 potentially inactive accounts in MARS and AssureNET; 100 of which were made inactive, saving reconcilers time and preventing transactions from accidentally hitting these accounts
- Proposed new monthly account reconciliation schedule, consolidating the process from 25 to 20 days in order to avoid aged items

Valley Forge, PA

June 20xx – Present

Ursinus College Office of Admissions

Senior Admission Fellow

- Interviewed high school students interested in potentially attending Ursinus College
- Promoted Ursinus during educational information sessions with students and families
- Read applications and made enrollment suggestions

Collegeville, PA

20xx – Present

Tour Guide

- Organized monthly meetings and new tour guide orientation for 95+ student tour guides
- Communicated with potential students and families while providing one-on-one campus tours

20xx – Present

Jack Schneider & Son

Accounts Payable Clerk

- Processed purchase orders, packing slips and invoices for payment
- Catalogued employee hours and journalized associated tax liabilities
- Reconciled monthly bank statements and compiled quarterly financial reports

Harleysville, PA

May 20xx

Law Offices of Livingston Paul

Administrative Assistant

- Prepared and filed legal pleadings across several local court systems
- Composed correspondence to clients and business associates while maintaining their organized files
- Exhibited excellent customer service skills by attending to common business inquiries by telephone
- Implemented design enhancements to the website to improve visibility to potential customers

Norristown, PA

June 20xx

LEADERSHIP

Member, Women's Lacrosse Team Leadership Committee, Ursinus College, 20xx-20xx

Representative, Student Athletic Advisory Committee, Ursinus College, 20xx

SKILLS

Microsoft Suite, SAS Programming, and Novaware

JOSEPH STROCK

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EDUCATION

Ursinus College

Bachelor of Science, Chemistry Major

GPA: 3.8/4.0

Honors: Dean's List ; The American Chemical Society Award, Recipient, 20xx

Relevant Coursework: Organic Chemistry, Advanced Analytical Chemistry, Molecular Neurobiology, Biochemistry

Collegeville, PA

May 20xx

RESEARCH EXPERIENCE

Ursinus College, Chemistry Department

Research Assistant

- Researched synthesis and analysis of bioorganic chemicals
- Improved average yields by 150%
- Awarded competitive research grant

Collegeville, PA

20xx – Present

Ursinus College, Chemistry Department

Summer Research Fellow

- Investigated polyelectrolyte polymer/dye interactions using molecular UV/Vis absorption and Fluorescence Spectroscopies
- Formulated hypotheses and analyzed data
- Presented results at summer Student Conference of the American Chemical Society

Collegeville, PA

20xx – 20xx

ACME, Inc

Research Intern

- Conducted coatings and resins research and development
- Developed scratch-resistant chemical coatings
- Collaborated with a team of five scientists and interns

Canton, OH

20xx – 20xx

LEADERSHIP EXPERIENCE

The Bonner Leaders Program, Ursinus College

Bonner Leader

- Selected as one of 23 students from a class of 435
- Participated in an intensive, four-day leadership and problem solving training program
- Instructed a course involving planning, recruitment, evaluation, and execution of comprehensive Scholastic Aptitude Test preparation courses at Norristown High School.

Collegeville, PA

20xx – Present

Ursinus College, Office of Student Affairs

Resident Assistant

- Problem-solved campus issues with other resident advisors and supervisors in a team-oriented environment
- Advised thirty residents on personal, social, and academic issues
- Developed and planned programs to foster community spirit and awareness

Collegeville, PA

20xx – 20xx

ADDITIONAL INFORMATION

Laboratory Skills: Synthesis: organic, organometallic, inorganic, and polymer compounds. Purification: column chromatography, distillation, sublimation, extraction. Instruments: GC/MS, NMR, IR, UV/Vis, EPR

Professional Affiliations: American Chemical Society, Student Affiliate, 20xx-20xx

Volunteer: Habitat for Humanity, 20xx-20xx

Interests: Table Tennis Team, Ursinus College Member; Acoustic guitar

BARBARA BOCKBURN

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EDUCATION

Ursinus College

Bachelor of Arts, International Relations & Politics

Minor: Japanese

Study Abroad: Ursinus in Paris, Paris, France

- Participated in a rigorous academic and intensive language program with emphasis on French literature, art and culture

Honors: Presidential Scholarship; Dean's List (20xx)

Relevant Coursework: International Trade Theory and Policy, Contemporary Global Economic Issues, International Politics, U.S. Foreign Policy, Accounting, and Public Speaking: Speech and Criticism in a Democratic Society

Collegeville, PA

May 20xx

Fall 20xx

INTERNATIONAL & RELATED EXPERIENCE

United States Department of State

Intern

- Assisted with daily duties in Consular and Management sections of US Embassy, West Africa. Interacted one-on-one with refugees and aid workers to create a report on "trafficking in persons"
- Updated American citizen services emergency system to comply with regulatory changes
- Visited AIDS refugee hospital construction project to gather data for marketing materials
- Assisted with the creation of official Embassy website

US Embassy: Cotonou, Benin

Summer 20xx

Institute for Student Success, Ursinus College

Tutor

- Tutored English as a Second Language (ESL) for international students
- Met weekly and practiced conversation skills while teaching basic US History and Politics

Collegeville, PA

Sept 20xx – May 20xx

Center for International Programs, Ursinus College

Peer Advisor

- Volunteered to assist international students adapt to U.S. culture and learn about US history, culture, college life and customs

Collegeville, PA

August 20xx

LEADERSHIP EXPERIENCE

Office of Student Affairs, Ursinus College

Resident Assistant

- Provide academic, emotional, and social support for 35 resident students
- Serve as a liaison between peers and administration, and work to create a safe and productive living environment
- Foster community development among residents through programming efforts

Collegeville, PA

September 20xx—Present

Smithville Community Youth Group

Group Leader

- Developed, coordinated, and facilitated educational and recreational activities for a group of 50 culturally diverse children
- Trained in diversity issues, conflict resolution, and successful activity planning

Smithville, PA

Summer 20xx—20xx

ADDITIONAL INFORMATION

Language: Proficient in spoken and written French; Beginner level spoken and written modern Arabic

Computer: Microsoft Word, Excel, Access, Outlook and Minitab

Interests: Intramural basketball; Foreign films