

NICK PANNOCK

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<https://www.linkedin.com/nhome/>

OBJECTIVE:

To utilize my excellent leadership skills, ability to learn quickly, and entrepreneurial acumen in a sales and business development role

EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

December 20XX

Bachelor of Science in Finance

AACSB Accredited Program

GPA: 3.35

EXPERIENCE:

TD Bank, Media, PA

September 20XX – present

Teller

- Greet customers and establish a positive environment for banking
- Responsible for reconciling cash drawer at the end of every shift
- Promoted over \$15,000 in new business accounts

Mail Direct, Media, PA

Warehouse Assistant

September 20XX – April 20XX

- Unloaded cargo materials and assisted in warehouse organization and upkeep for busy shipping company
- Followed OSHA guidelines for on-the-job safety and procedures, and complete necessary paperwork

Better Homes & Garages, Media, PA

Remodeling Contractor Assistant

June 20XX – January 20XX

- Worked with owner and head contractor to complete diverse projects from painting to building full in-law quarters in home basement
- Assisted in performing estimates and informing prospective customers of all financial details of the potential project

The Athlete's Foot, Springfield, PA

Keyholder Salesman

April 20XX – April 20XX

- Worked directly on sales floor with customers, selling athletic shoes, apparel, and equipment
- Opened and closed store multiple times per week, including counting out register and making bank deposits

Applebee's, Drexel Hill, PA

Server

October 20XX – March 20XX

AWARDS & COMMUNITY INVOLVEMENT:

- Volunteer, West Chester Salvation Army
- PIAA Basketball Referee
- Worked with children at University of Richmond Basketball Camp
- Volunteer, West Chester University Health Center
- Assistant Coach, Springfield Basketball Team

October 20XX – present
Sept 20XX – present
Summers 20XX, 20XX
January – March 20XX
Aug 20XX – Jan 20XX

Sandy Applicant

123 Main Street • Yourtown, PA 00000 • (123) 555-1234 • sandy.applicant@email.com

EDUCATION

Bachelor of Science in Economics

May 20XX

West Chester University of Pennsylvania, West Chester, PA

AACSB Accredited Program

GPA 3.60, Dean's List

Membership Chair, Economics and Finance Society

Member of Omicron Delta Epsilon, Economics Honor Society

August 20XX-May 20XX

January 20XX-Present

May 20XX-Present

PROFESSIONAL EXPERIENCE

TD Bank, Media, PA

September 20XX – Present

Teller

- Greet customers and establish a positive environment for banking.
- Responsible for reconciling cash drawer at the end of every shift.
- Promoted over \$15,000 in new business accounts.

JPMorgan Chase & Co, Wilmington, DE

May 20XX-August 20XX

Intern

- Wrote, edited, and formatted annual Facilities Management Work Order Report.
- Updated Management Realty Services Grant proposal for 2017; secured \$100,000 for MCS.
- Populated SPSS with survey data and developed future projections from findings.

North Street Elementary School, Anytown, PA

October 20XX-May 20XX

Tutor

- Tutored elementary school children of various ages in math and biology.

SKILLS:

- Business analytics
- SPSS for statistical analysis
- Microsoft Word, Excel, and Teams

Najma Davis

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OBJECTIVE

To obtain a management trainee internship that will provide exposure to multiple departments and take advantage of my communication and teamwork skills.

EDUCATION

West Chester University, West Chester, PA

Bachelor of Science in Business Management, December 20XX

- GPA: 3.17
- AACSB Accredited School of Business
- Study Abroad in Rome, Italy, September – December 20XX

EXPERIENCE

Host and Server, September 20XX – present

Applebee's Restaurant, West Goshen, PA

- Contribute to a welcoming and friendly environment when greeting dining patrons
- Collaborate with a team of 5-8 servers as well as manager to ensure smooth station management in a frequently fast-paced environment
- Resolve customer problems or complaints with food and beverage orders

Office Assistant, August 20XX – present

Department of English, West Chester University, West Chester, PA

- Provide clerical support to Departmental Administrative Assistant and Department Chair in the largest faculty department on campus
- Utilize MS Word and Excel extensively to help organize and spell-check information
- Accurately photocopy and files paperwork for student records
- Periodically answer phones and direct callers to appropriate person or office

Childcare, 20XX – 20XX

Multiple Families, Wilmington, DE

- Responsible for babysitting children of various ages, engaging them in social and educational activities, and preparing meals and snacks

ACTIVITIES

- Colleges Against Cancer (CAC)
- Habitat for Humanity
- Intramural Soccer

SKILLS

- Microsoft Word, PowerPoint, Outlook, Excel
- Basic conversational ability in Spanish

Zarina Abbas

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West Chester, PA 19302
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OBJECTIVE

Seeking a full time position in the field of criminal justice. Areas of interest include security, loss prevention, and law enforcement.

EDUCATION

Bachelor of Science in Criminal Justice

12/20XX

West Chester University, West Chester PA

- Cumulative GPA: 3.43
- Criminal Justice Club (Sigma Tau Omicron)
- Chief Robert M. and Vera Valyo Scholarship winner
- Highlighted courses: Private Security, Criminal Investigations, Victimology, Ethical Issue in Criminal Justice, Theories of Crime and Delinquency

General Course Work

Delaware Valley Community College, Media PA

11/20XX-11/20XX

- General course work towards BA
- Cumulative GPA: 3.67

EXPERIENCE

Security Officer, Allied Barton Security, West Chester, PA

1/20XX-Present

- Worked up to 30 hours per week while carrying a full time course load
- Interact with customers and team members to ensure smooth business operations
- Receive calls and messages and direct to appropriate person or department
- Assist with administrative security duties

Cashier, Giant Food Stores, Thorndale, PA

5/20XX-Present

- Manage accurate cash and credit transactions via register in a high volume store
- Provide professional and courteous service to all customers
- Assist with other departments as needed

Ride Along Member, Philadelphia Police Department, Philadelphia, PA

12/20XX

- Coordinated ride along with officers to learn about police career and protocols
- Observed a variety of duties including patrolling, dispatch, traffic stops and other incidents
- Learned multi-tasking and immediate response procedures in stressful situations

SKILLS and ACTIVITIES

- Poster presentation "Neighborhoods and Crime" at WCU Research Day, 11/20XX
- Participant, Relay for Life, West Chester University, 3/20XX
- Fundraiser, West Chester Food Pantry, 1/20XX- present
- Word, Excel, PowerPoint, Social Media

Montgomery Thompson

332 Dawn Road, Lewistown, PA 19096

Cell Phone: 610-654-3210

Email: MT654321@wcupa.edu

EDUCATION:

West Chester University, West Chester, PA May 20XX

Bachelor of Science in Accounting

- AACSB accredited program
- GPA: 3.39; Dean's List Fall 20XX, Spring 20XX
- Graduating in May with 150 credits; academic plan available upon request
- Plan to sit for CPA exam in December 20XX

Bucks County Community College, Newtown, PA August 20XX - May 20XX

- General education preparation

EXPERIENCE:

Legacy Planning Partners, West Chester, PA April 20XX - current

Assistant

- Utilize Excel and QuickBooks to organize and audit client financial records and analyze investment patterns
- Communicate and work effectively on teams in a corporate environment
- Develop knowledge of IRAs, inflation, stocks, present/future values through project assignments and Internet research

Kreischer Miller, Horsham, PA June 20XX - August 20XX

Audit Intern

- Assisted Senior Accountants with mailing client confirmations, updating internal control forms, and preparing depreciation schedules using proprietary software
- Prepared basic work papers in Excel to test client accounts such as cash, prepaid expenses, accrued expenses, and fixed assets
- Supported Senior Accountants and Directors on the Audit & Accounting Team

Aramark Catering, West Chester, PA September 20XX - May 20XX

Event Assistant

- Worked in teams to set coordinate events of up to 200 attendees
- Employee of the Month in April 2019
- Requested to work more hours by managers due to positive job performance

Wawa, Roslyn & West Chester, PA June 20XX - April 20XX

Beverage Storage, Cash Register, and Deli Associate

- Developed a faster way to stock the refrigerator, which the manager implemented as a standard training protocol for all other employees
- Received a raise the first week for displaying strong work ethic and positive attitude
- One of the few workers within the store able to adapt and perform various roles

SKILLS:

- Work well with diverse groups of people, in teams and one-on-one
- Proficient with QuickBooks, Microsoft Word, Excel, Outlook, and SharePoint
- Aptitude for quantitative and analytical projects

ACTIVITIES:

Accounting Society, West Chester University, 20XX - current

Flag football (intramural), West Chester University, 20XX - current

Andrea Wong

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Philadelphia, PA 19122
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<https://www.linkedin.com/in/awong16>

EDUCATION & PROFESSIONAL DEVELOPMENT

West Chester University, West Chester, PA
Bachelor of Arts in Communications, May 20XX

University of Phoenix, Philadelphia, PA
Small Business Management and Entrepreneurship Certificate, May 20XX

KEY SKILLS

- Social media and online marketing
- Leadership of multiple projects
- Exceeding sales goals
- Client relationships
- Comprehensive marketing campaigns

PROFESSIONAL EXPERIENCE

My Company Incorporated, Philadelphia, PA
Founder and Former President, January 20XX - Present

- Deliver a full range of online marketing services, specializing in SEO, Retargeting, Video and Mobile Marketing
- Provide expertise to clients across digital media plane by evaluating online business presence and developing customized strategies for conversions
- Partner with agencies under their brand to provide online marketing expertise to clients
- Create and implement a Client Relationship Management strategy including content development, retargeting, and analytics
- Increased client base by 50% annually (individual and agency clients)

Search Works, Kennett Square, PA
Project Manager, January 20XX - August 20XX

- Coordinated multiple projects for clients, monitor and track process for timely completion
- Ensured resource availability, manage client expectations and relationships
- Collaborated with campaign manager to deliver content via social media channels
- Wrote scripts and pre-edit video marketing projects
- Created, edited and delivered marketing content and copy

ABC Car Dealership, Kennett Square, PA
Online Content Manager, January 20XX - December 20XX

- Coordinated social media presence and presence for car dealership – used Facebook, Twitter, Pinterest, Instagram and Tumblr
- Updated content to maintain company brand in innovative ways to customers
- Researched innovative ways to promote sales through online presence

Target, Kennett Square, PA
Retail Manager, May 20XX - December 20XX

- Managed office supplies department of 6 employees
- Coordinated inventory, product sales and customer relations

Aaron Chester

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EDUCATION

West Chester University

Bachelor of Science in International Business
Minor in Philosophy
GPA: 3.2

West Chester, PA
May 20XX

American University in Rome

Study Abroad/Courses in Travel Blogging and International Business

Rome, Italy
Spring 20XX

HONORS AND AWARDS

- President's Scholarship September 20XX- Present
- International Business Honors Society Inducted Fall 20XX

RELATED EXPERIENCE

Cigna

International Research Intern

Philadelphia, PA
June 20XX-August 20XX

- Generated an analysis report and data visualization of claims submitted in China using Tableau
- Conducted market research for 10+ departments, utilizing in-house and outside resources and databases
- Supported the planning and organization of international trade training programs and seminars, including Cigna's annual fundraiser, Growing Global

Richard Ginori

Social Media Intern

Rome, Italy
February 20XX-April 20XX

- Managed the company's Instagram account, posting pictures and content to highlight new products; increased followers by 7% over two months
- Cooperated with artists to set up photo shoots for dinnerware, ensuring the lighting, background and set up highlighted the products
- Created content intended for an American audience to increase exposure of the brand in the US

ADDITIONAL EXPERIENCE

Lorgus Flowers

Shop Assistant

West Chester, PA
December 20XX-December 20XX

- Assisted customers by taking orders over the phone and in person, utilizing customer service and communication skills

LEADERSHIP EXPERIENCE

University Ambassador, West Chester University

Lead Ambassador

West Chester, PA
September 20XX-present

International Business Club, West Chester University

Member

West Chester, PA
November 20XX-present

SKILLS & LANGUAGES

- **Microsoft Applications:** Excel, PowerPoint, Word
- **Social Media:** Instagram, Twitter, Hootsuite
- **Italian** – intermediate in reading writing and speaking
- **German** – conversational