

FIRST LAST

St. Louis, MO • e-id@siue.edu
555-555-1234

EDUCATION

Master of Arts in Speech Communication
Specialization: Corporate and Organizational Communication
Southern Illinois University Edwardsville (SIUE)

Expected: May 2023
GPA: 3.856
Edwardsville, IL

Bachelor of Science in Business Administration
Specializations: Marketing, Public Relations and Management
University of Illinois at Chicago (UIC)

May 2019
GPA: 3.4
Chicago, IL

CERTIFICATIONS

Certified Leadership Educator
Meeting and Event Planning Certification

December 2021
May 2019

ACADEMIC EXPERIENCE

Teaching Assistant – Department of Applied Communication Studies
SIUE

Fall 2021 – Present
Edwardsville, IL

- Assist in the course instruction of Public Speaking (SPCH 103) course with a maximum class size of 26 students
- Provide both in-person and virtual instruction for hybrid, online and in person learning modalities
- Create assignments and exams and upload to Black Board; Manage grading through platform
- Host office hours virtually through Zoom to answer any student questions
- Provide updates to faculty member including grades, attendance records or student concerns

Research Assistant
SIUE

Summer 2021
Edwardsville, IL

- Assisted faculty member from the SIUE Department of Psychology to assess employee satisfaction during required remote working due to COVID-19 pandemic
- Utilized Google Forms to conduct online surveys for over 2,000 participants from six different organizations
- Obtained consent and confidentiality forms from all survey participants and uploaded to protected Teams file
- Provided survey results through Excel spreadsheet document and presented overall findings to faculty members, specifically those with Industrial Organizational Psychology interest

PROFESSIONAL EXPERIENCE

Marketing Assistant
Ed/Glen Chamber of Commerce

June 2021 - Present
Edwardsville, IL

- Assist in updating the Chamber website using a content managing program
- Write articles for the newsletter, Facebook page, LinkedIn group and website
- Keep track of all donation requests for community fundraisers
- Manage volunteers for upcoming events, such as the SIUE Block Party and Glen Carbon Homecoming

Community Relations Assistant
Anderson Hospital

May - August 2020
Edwardsville, IL

- Created marketing materials, such as handouts, flyers and bulletin boards

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- Planned the Employee Appreciation Event for 150 employees and their families, which included dinner and prizes
- Attended numerous in person and virtual meetings to gain perspective of both patients and employees in educational or continuing education meetings

Resident Assistant

Aug. 2019 – Dec. 2019

UIC Campus Housing

Chicago, IL

- Acted as an approachable administrator of 55 residents
- Bridged communication between housing directors and residents
- Encouraged interactions amongst residents through programming and delegation of power
- Attended many workshops on cultural sensitivity, leadership skills, and organizational skills
- Met with staff weekly to debrief on community issues
- Worked as emergency “On Duty” staff contact after hours about once every two weeks
 - Addressed and confronted disruptions in the residence halls
 - Contacted emergency department or police when necessary

Peer Mentor

August 2017- May 2019

UIC Campus Housing

Chicago, IL

- Facilitated coordination of study groups on campus within the residence halls
- Promoted academic activities amongst residents such as seminars and tutoring
- Served as a resource to freshmen in a residence hall of about 80 students
- Worked with Resident Assistant to better communicate with residents

RESEARCH EXPERIENCE

- Worked with a group of three peers to see how effective social media is when marketing to college students in the residence halls and Cougar Village about upcoming on-campus events.
- Used communication journals, focus groups and questionnaires for gathering data and researching purposes.
- Focus groups consisted of five groups of SIUE students.
- Questionnaires were given to each focus group participant.
- Social media avenues included tracking Facebook, LinkedIn and Twitter.
- Was in charge of creating the PowerPoint presentation and reporting the results of our findings to the faculty and peers of our program.

SKILLS

Microsoft Office (Word, PowerPoint, Excel, Access)

Social Media (Facebook, LinkedIn, Twitter, Google+)

Adobe InDesign

Adobe Photoshop

Quark

PUBLICATIONS

Has Social Media Taken Over Our Communication Skills?! Presented Poster at the 2021 National Communication Association Annual Conference in Chicago, IL.

LEADERSHIP AND INVOLVEMENT

Public Relations Student Society of America (PRSSA)

- Member (August 2017 – Present)
 - Helped create PR campaign poster for educational purposes
 - Coordinated food donations for Springfest 2017

Sample Resume – Please contact us for additional assistance.
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- Secretary (May 2018 – 2019)
 - Recorded meeting minutes and organization events
 - Coordinated food donations for Springfest 2019

American Marketing Association (AMA) St. Louis Chapter

- Recruitment Chair (May 2020– Present)
 - Assisted in creating events and campaigns to attract new members
 - Created and maintained the budget for recruitment events
- Member (September 2015 – Present)

Studied Abroad in London, England (January – May 2015)

VOLUNTEER EXPERIENCE

Rock Hill Missionary Baptist Church

- Educational Committee (October 2015– Present)
 - Designed and implemented a summer educational program to inspire and direct students to succeed educationally and spiritually
 - Mentored students for ACT and Test-Taking Skills
- Usher (July 2014– Present)
- Mass Choir Member (September 2014 – Present)

INTERESTS

- Serving on committees to enhance understanding of corporate communications
- Teaching practical leadership and management skills to professionals to optimize employee development
- Social media and marketing practices in professional settings
- Educating youth in poor communities to inspire and motivate learning
- Traveling to improve cultural understanding

REFERENCES

Dr. Alice Wallace
Assistant Professor
Speech Communication Department
618-650-5555
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Dr. Scott Forbes
Associate Professor
Psychology Department – IO Psychology
618-650-4444
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Mr. Ryan Hodges
Community Director
UIC Housing
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Dr. Carmen Travel
Executive Director
Ed/Glen Chamber of Commerce
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