

Sample College Graduate Resume

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OBJECTIVE

Entry-level advertising account manager position

EDUCATION

Walter A. Haas School of Business, University of California, Berkeley

B.A. Business Administration, Minor: Conservation Resource Studies, May 2010

WORK EXPERIENCE

Marketing Assistant, Albrecht Associates LLC, Environmental Consulting Firm May 2009–May 2010
San Francisco, CA

- Brainstormed and collaborated with team members to develop and write public and private client proposals.
- Identified new potential customer base and conducted outreach through marketing calls and conference networking. Increased base by over 100 clients.
- Instrumental in creating and editing marketing materials, including written and website-use material.
- Collaborated with internal marketing team to unify company brand image.
- Facilitated the training and management of other interns.

Case Consultant, Woodbridge Winery, a subsidiary of Mondavi Corporation August–December 2008

- Competed against six other MBA teams to help increase revenues for Woodbridge's retail location; Winner of Best Overall Award.
- Facilitated a team of 6 students in conducting extensive market research on the consumer wine market; developed a case that repositioned the retail location as an attractive tourist location.
- Played a major role in designing the model to visually showcase the tourist retail store. Co-presented at the case competition.

Research Analyst, Investor Responsibility Research Center (IRRC)

Washington DC

January 2008–May 2008

- Researched and analyzed key issues for IRRC and wrote reports to brief stakeholders on critical events and trends.
- Analyzed and compiled impartial data for 1,500 leading U.S. company profiles.
- Developed research methodology to study new topics.

Case Manager, Mark Chow Financial Planning and Insurance

January 2007–December 2007

Oakland, CA

- Acted as a liaison between clients and insurance representatives.
- Researched and prepared competitive quotes and insurance plans for over 500 individuals/small group clients.
- Presented sales proposals to potential clients, including written and oral reports.

ACTIVITIES

Treasurer, Kappa Kappa Gamma

2007–2008

- Managed billing, cash flow, and budget allocation of over \$400,000 for 102 women.
- Educated officers on how to manage individual budgets and perform basic accounting.
- Initiated a project to research sorority chapter fees across the United States. Successfully persuaded board to reduce chapter fees to align with national averages.

Event Coordinator/Board Member, YWCA of Berkeley

2007–2008

- Successfully created and organized monthly volunteer events for 100 to 200 local community members and students, including a nationally recognized event called Week Without Violence.

Mentor/Tutor, Berkeley High School

2006–2009

- Tutored a high school student three hours per week and helped develop long-term educational goals.

ADDITIONAL

Computer: Proficient in Microsoft Word, PowerPoint, Excel, Quicken, QuickBooks, Salesforce, Adobe PhotoShop

Awards: National Society of Collegiate Scholars

Other: Study Abroad Program, Salamanca, Spain, 2001: Conversational Spanish,