

Resume Example 1

Anna Acosta

609-442-7802

acosta429@students.rowan.edu

OBJECTIVE

- To become a resident assistant (RA) for the fall 2023 semester.

Skills

- Teamwork, organization, communication, and leadership skills.
- Proficient in Microsoft Office.

EDUCATION

Rowan University, Glassboro, NJ
75 Credits Completed

Anticipated May 2024

Vineland High School, Vineland, NJ
High School Diploma

May 2016

Relevant Courses

English Composition I, English Composition II, Algebra 1, Rowan 101, and Public Speaking

PROFESSIONAL EXPERIENCE

MacDonald's

January 2015 - January 2016

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.

Extracurricular Activities

Society of Human Resource Management
Vineland High School National Honor Society
Rowan University Ultimate Frisbee Team

Resume Example 2

RASUL WILLIAMS
3982 Spring Road
Brattleboro, DE 94837
williamsrqz2702@students.rowan.edu
856-562-8501

SUMMARY OF QUALIFICATIONS

- Over one year of transferable customer service experience.
- Outstanding research and information management capabilities.
- Excellent interpersonal and communication skills and a demonstrated ability to work in an individual and team environment.

EDUCATION

Bachelor of Arts, Sociology Anticipated December 2024
Minor, International Studies Current GPA: 3.71
Rowan University, Glassboro, NJ

Associates of Arts, Sociology Conferred May 2022
Rowan College of South Jersey, Vineland, NJ Cumulative GPA: 3.53

PROFESSIONAL EXPERIENCE

Treasure August 2022 - Present
Residence Hall Association, Rowan University, Glassboro, NJ

- Responsible for supervising a subcommittee of over 7 students by delegating tasks, writing reports, and leading all meetings.
- Assisted incoming students to become acclimated to their dorm by answering questions, facilitating group presentations, and assist students become involved on-campus.

Waiter January 2020 - Present
The Hot Spot, Clayton, NJ

- Responsible to serve over 40 guests each shift by addressing their questions, and submitting their orders.
- Actively balance and manage a cash register of over \$500.
- Collaborate with staff and managers to improve upon the organizational effectiveness of the restaurant.
- Support data management practices by actively recording relevant information.
- Assist training, onboarding, and providing feedback to all new waiters during their new employee orientation.

LEADERSHIP

Bronze Leadership Certificate August 2022 - Present
Leadership Rowan, Rowan College of South Jersey, Glassboro, NJ

- Completed one year of leadership training that involved attending over 10 leadership events and completing reflection assignments to articulate my personal leadership style.

Resume Example 3

Dominic Caterina

Dcat45364@hotmail.com
5832 Mashpee, NJ 08432
856-843-5643

Profile

High School Graduate with an Associate's Degree in Criminal Justice from Rowan College at Burlington County. Currently entering my junior year at Rowan University, majoring in Criminal Justice. Basic knowledge and skills with language and computers, as well as a basic skill in outdoor work as far as landscaping and maintenance. Significant competencies also include communication with a profound reputation for quality and customer service.

Work Experience

North Orange, NJ

2021-Present

- Fuel Associate: Providing customers with quality service while maintaining the upkeep of the store's exterior. These specific activities also included cleaning up trash, power washing the property, and providing general maintenance to the store's interior.
- Customer Service: Responsible for providing quality customer service in all aspects of the store. Specific responsibilities include overseeing the cash register and working in the deli department.

Education

Rowan University – Criminal Justice – 2022 - 2024
Rowan College at Burlington County – Criminal Justice – 2019 – 2022
High School – Class of 2019

References

Michael Smith – 856-848-8321
Ashley Stonewell – 856-533-8533
Eric Farrar – 856-443-5433

Resume Example 4

JORDEN C. ACOSTA

(c) 856.564.5424

acostaj4542@gmail.com

CAMPUS ADDRESS

201 Mullica Hill Rd.
Glassboro, NJ 08025

HOME ADDRESS

664 N. Chestnut Ave.
New Hope, NJ 04324

EDUCATION

ROWAN UNIVERSITY, Glassboro, NJ
Dual Major: Political Science & Economics

Sept 2020 – Expected Graduation May 2024

Relevant Classes Include:

- American Government
- Macro Economics I & II
- Micro Economics I & II
- Statistics & Economics Statistics
- International Relations
- Econometrics
- Money & Banking

WORK EXPERIENCE

Cumberland County One-Stop Career Center, New Hope, NJ
Office Assistant

May 2021 – August 2021

- Facilitated daily appointments for over 19,500 Cumberland County residents.
- Provided data management services weekly, including inputting survey data, collecting office intake data, and updating student and potential employer contact information.
- Organized office common areas by maintaining technological equipment, assessing current inventory, and setting up promotional materials for upcoming events.
- Assisted with planning and implementing six career fairs that hosted over 3,000 residents and over 300 employers.
 - Coordinated initial planning and event layout, setting up equipment, signing in students and employers, handling all needs of employers at the event, and helped promote the event.

Internship for Assemblymen Michael Bishop D-61, Lorton, NJ
Office of United States Senator Simon Guthrie, Barrington, NJ
Summer Intern

June 2020 – Aug 2021

- Assisted supporting four federal employees by managing calls and correspondence from constituents, averaging approximately 35 constituents a week, Monday to Friday.
- Wrote over 40 letters, proclamations, and certificates that ranged from letters to individual constituents to proclamations for organizations.
- Developed and designed a Health Resource Database for office use, which totaled over 100 contacts.
- Completed over five memos on various topics, each being over 15 pages in length.
- Completed a comprehensive brief that included economic data analysis for the Senator that totaled over 20 pages in length.

Resume Example 5

MIA CATERINA

482 Hammer Lane

Springfield, New Jersey 08257

609-852-7920

Caterinam26@ students.rowan.edu

EDUCATION

Bachelor of Arts, History

Minors, Economics

Certificate of Undergraduate Studies, Computer Science

Rowan University, Glassboro, NJ

Expected May 2024

Current GPA: 3.70

TECHNICAL SKILLS

- Database Training: Historical Society of Pennsylvania, Library of Congress, and the Harvard University Project archive.
- Programming Languages: Python, C++, Java, and HTML.
- Modeling & 3D Printing: Autodesk programs (Inventor, Revit, Maya, Blender), CAD, Sketch Up, and Photoshop.

RELEVANT COURSES

Historical Methods, Western Civilization Since 1660, World History After 1500, Building Your Life & Career Success, and Social Problems.

PROFESSIONAL EXPERIENCE

Peer Referral & Orientation Staff (PROS)

August 2021 - Present

Rowan University, Glassboro, NJ

- Responsible for supervising and directing over 30 incoming first-year students or transfer students throughout their two-day orientation experience.
- Assisted incoming students to become acclimated to the Rowan University campus by answering potential questions, facilitating group presentations, and by making referrals to appropriate offices for additional support.

Historian Intern

January 2020 - April 2020

Historical Society of New Jersey, Newark, NJ

- Researched historical landmarks and events through available archives, and created one published article that demonstrated present contemporary issues and highlighted the universal importance of studying history.
- Assisted with the database management of over 1,000 artifacts through following institutional removal and return policies.
- Reviewed numerous artifacts to cross-reference their significance and to understand the perceptions of those individuals who witnessed specific historical events.