



SAMPLE RESUME W/ CLASS PROJECT EXPERIENCE

College of Business Administration Business Career Center • (414) 288-7927 • businesscareers@marquette.edu
Business Career Center

Carla Hernandez

123 Main St., Apt. 4
Milwaukee, WI 12345

(414) 555-1234
carla.hernandez@marquette.edu

OBJECTIVE

IT internship with interest in database creation. Offering academic and professional database experience and Spanish language fluency.

Commented [LA1]: Carla lets the employer know right away that she has database experience both in the classroom and corporate settings.

EDUCATION

MARQUETTE UNIVERSITY, Milwaukee, WI
Bachelor of Science in Business Administration May 2019
Majors: **Information Technology** and **Marketing** GPA: 3.3/4.0

Commented [LA2]: Carla could choose to include a skills section to further highlight her language and technology skills. However, because she has them listed in her objective and describes them in bullet points below, Carla has chosen to use this space differently.

INFORMATION TECHNOLOGY EXPERIENCE

Access Database Development Project Fall 2017
INTRODUCTION TO INFORMATION TECHNOLOGY, Marquette University

- Collaborated as team to plan, design and develop a donor tracking system to streamline the donation process for a non-profit social organization.
- Met with organization to understand information needs and gather user requirements.
- Tasks include complex queries, forms and reports generation.
- Presented completed database to client.

Commented [LA3]: Carla includes coursework experience in her IT section to highlight her objectives, experience, and skillset.

MARKETING EXPERIENCE

Marketing Intern January 2017 – Present
YMCA OF MILWAUKEE, Milwaukee, WI

- Develop new member marketing packet, add new member information to MS Access database.
- Conceptualize and design English and Spanish language print and web advertising materials for People of Distinction awards.
- Maintain contact with and provide information to 250+ contributors, nominators, nominees and award recipients.
- Write and edit monthly newsletters distributed to 2,000+ members.

Commented [LA4]: Carla uses descriptive section headers to focus an employer's attention on her marketing experience.

Commented [LA5]: Since Carla did not include a skills section, she can use her bullet points to demonstrate them.

Commented [LA6]: Quantifiable detail is great, but is not always possible. By describing the nature of her task (English and Spanish language materials) as well as the recipient or impacted group Carla uses additional ways to highlight outcomes.

Marketing Student Staff June 2016 – Present
ENROLLMENT MANAGEMENT, Marquette University, Milwaukee, WI

- Complete research projects including a competitor analysis and student satisfaction assessment. Suggestions based on research resulted in layout changes to Q&A webpage.
- Provide courteous service to prospective students and families visiting the office.

Commented [LA7]: List the most relevant bullet points first. (Within each section, bullet points can be listed strategically and do not need to represent the distribution of your responsibilities.)

CAMPUS LEADERSHIP

President, DELTA XI PHI SORORITY April 2017 – Present
Leader, HUNGER CLEAN-UP April 2016, 2017
Volunteer, COUNCIL FOR THE SPANISH SPEAKING October 2015 – May 2016
Board Member, HALL COUNCIL September 2015 – May 2016

HONORS

Beta Gamma Sigma Business Honors Society Ignatius Scholar (academic achievement)