

JANE DOE
1000 Oak Lane
Columbus, Ohio 44240
(555) 777-1000

Objective: To obtain a human resources position with an organization which affords me the opportunity to contribute through my knowledge and experience.

Education: Ohio State University
Bachelor of Business Administration
Major: Human Resource Management (3.0 GPA)
May 2003

Experience: Internship, - Columbus Direct, Columbus, Ohio 2003-2004
Assisted in customer accounts and established new clients through direct mailings and cold calls.

Server/Trainer, Mario's, Cuyahoga Falls, Ohio 2001-2003
Established training programs for new employees.
Maintained daily cash flows of \$2000.00.
Responsible for enthusiastic quality service.

Data Entry Specialist, King Office Products, New Philadelphia, Ohio 1999-2001
Responsible for inventory control merchandise levels for daily operation. Conducted monthly ordering of office supplies.

Customer Service Representative, Andy's Shoes, New Philadelphia, Ohio 1997-1999
Developed promotional programs for in-house sales displays.
Assisted customers with purchases while maintaining product knowledge.

Professional

Organizations: Society for Human Resource Management (SHRM)
Recognition Director
Formulated recognition programs for students' professional development in other organizations during their college career.

Director of Administration
Devised administrative data documenting student activities.

External Affairs Chair
Maintained correspondence with alumni and other chapters.
Acted as a liaison between the local SHRM chapter and the OSU College of Business.

New Student Orientation Instructor
College of Business Administration Student Ambassador

Honors/Awards: Golden Rose Society Award
Ohio State University Outstanding Service Award
Ohio State University Orientation Micro Teacher Award
Ohio State University Homecoming Court Nominee
Dean's List Award

References: Available upon request