FIRST NAME LAST NAME

City, State
Phone Number
emailaddress@provider.com
www.linkedin.com/in/yourprofilenamehere/

EDUCATION
Bachelor of Science in Operations Management and Information Systems, May 20XX
Northern Illinois University, DeKalb, IL
GPA: 3.7/4.0
Professional Sales Certificate, May 20XX

COMPUTER SKILLS

Programming Languages:	Visual Basic 6.0, HTML, COBOL, Visual Basic Advanced, Lotus Notes 5.5
Applications:	Microsoft Access, Microsoft FrontPage, SAP, Adobe Premiere 6.5, Adobe Illustrator 10.0, Adobe Photoshop 6.0

EXPERIENCE

IT Intern, ABC Technology, Schaumburg, IL, May 20XX – August 20XX
• Collaborated as a team to automate IT Governance Department's financial processes
• Created and maintained database in Microsoft Access, tying IT capital purchases to depreciation amounts within SAP
• Coded and tested new Project Status Reports within Lotus Notes

Pre-Press Ad Designer, Schaumburg News, Schaumburg, IL, September 20XX – January 20XX
• Designed effective advertisements for Kenosha County's largest newspaper
Utilized Macintosh technology, including Adobe Photoshop and Quark Xpress

Customer Service Worker, O'Toole's, Madison, WI, May 20XX – December 20XX
• Positively interacted with patrons daily, improving customer relations and resulting in repeat business
• Consistently earned individual "high sales" numbers and awards

LEADERSHIP ACTIVITIES
Kappa Pi Beta Fraternity, Northern Illinois University, DeKalb, IL, August 20XX–December 20XX
Fundraising Chair, January 20XX–May 20XX
• Chaired a committee of 15 students in the fraternity's inaugural fundraising initiative
• Organized large-scale fundraising and social events involving more than 100 members
• Coordinated joint fundraising efforts with members of other NIU Greek organizations

ADDITIONAL INFORMATION
Council of Logistics Management – Student Member, August 20XX – May 20XX
Northern Illinois University Purchasing Club – Vice President, January 20XX – December 20XX