

# YOUR NAME

123 COLLEGE AVE  
ATLANTA, GA 30306  
NAME@BUS.EMORY.EDU  
(404) 123-4567

## EDUCATION

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### Emory University

#### Goizueta Business School and Emory College

- *Bachelor of Business Administration:* Concentrations in Finance, Business Communications
- *Double Major in History*
- G.P.A: 3.4/4.0 scale; Dean's List Fall 2007
- Emory University Liberal Arts Scholar

**Atlanta, GA**  
*Graduation May 2010*

## WORK EXPERIENCE

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### Emory University, Office of Emory University Greek Life

#### *Publications Director, Southeastern Inter-Fraternity Conference Intern*

- Designed, administered, wrote, and produced two University-wide booklets, with a circulation of 5,500 students.
- Relayed between all Greek organizations and the Director of Greek Life.
- Negotiated with perspective speakers throughout the Southeast regarding possible talking subjects for the Conference.
- Augmented positions to include video production and usage of professional programs.

**Atlanta, GA**  
*Fall 2007 - Present*

### The Northside School

#### *Camp Manager*

- Petitioned administrators to provide additional funding for camp.
- Operated and organized camp activities for 120 children.
- Prepared Excel spreadsheets for employee payment and supplemental camp funds.

**Saint Petersburg, FL**  
*Summer 2006, 2007*

## LEADERSHIP & COMMUNITY INVOLVEMENT

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### Goizueta Undergraduate Business School Council, BBA Student Governing Body

#### *Junior Representative*

- Elected by 330 Junior-year undergraduate business school students to represent them.
- Conducted elections to decide future makeup of the Council.
- Initialized Goizueta Town Hall, a forum for all undergraduate students to discuss possible Goizueta improvements.
- Aided in the implementation of the Undergraduate Business School Leadership Conference at Goizueta.

**Atlanta, GA**  
*Spring 2008 - Present*

### Hand-In-Hand Volunteer Organization

#### *President*

- Voted by 40 members of the organization to act as the liaison between club and Emory University.
- Controlled finances of \$2,000 along with Treasurer to use for school activities and volunteer reimbursement.
- Collaborated with administrators of The International Community School to decide curriculum for students.
- Coordinated the time and travel of 40 tutors each week.

**Atlanta, GA**  
*January 2008 - Present*

### Emory University Residence Life, Emory Conduct Council

#### *Sophomore Advisor, New Residence Hall Committee Member, Council Member*

- Selected by Director of Residence Life to aid in new students' assimilation into Emory University.
- Engaged 72 students in hall programs that focused on community service, campus involvement, and recreation.
- Influenced the development of two new residence halls on Emory's Campus along with faculty, staff, and students.
- Acted as an educator and counselor to create a healthy environment for academic and personal growth of Emory Students.

**Atlanta, GA**  
*Fall 2007-Spring 2008*

### Alpha Tau Omega Fraternity, Emory University

#### *Brotherhood Chair, Public Relations Chair*

- Managed \$1,100 to execute chapter-wide events for over 60 members.
- Promoted Fraternity to the University by participation in interviews and creation newsletters and press releases.
- Represented members to fraternity governing body.

**Atlanta, GA**  
*February 2007 - Present*

## SKILLS AND INTERESTS

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- Skilled in Microsoft Word, Excel, PowerPoint, Visio, Project, Adobe Creative Suite, Mintel, Factiva, and online research.
- Highly Proficient in written and spoken Spanish.
- Interests include volunteering, writing and playing piano music, travel, and creative design.