

# John Student

12345 Sample Street, Fullerton, CA 92831  
(714)555-5555 Email: john.student@hiu.edu

## EDUCATION

---

**Hope International University**, Fullerton, CA  
B.A. Church Ministry, Minor: Biblical Studies

May 2013

## WORK EXPERIENCE

---

**Marketing Assistant, Albrecht Associates LLC, Environmental Consulting Firm**

San Francisco, CA

May 2010-2013

- Brainstormed and collaborated with team members to develop and write public and private client proposals.
- Identified new potential customer base and conducted outreach through marketing calls and conference networking. Increased based by over 100 clients.
- Instrumental in creating and editing marketing materials, including written and website-use material.
- Collaborated with internal marketing team to unify company brand image.

**Research Analyst, Investor Responsibility Research Center (IRRC)**

Washington DC

January 2008-April 2010

- Researched and analyzed key issues for IRRC and wrote reports to brief stakeholders on critical events and trends.
- Analyzed and compiled impartial data for 1,500 leading U.S. company profiles.
- Developed and researched methodology to study new topics.

**Case Manager, Mark Chow Financial Planning and Insurance**

Oakland, CA

March 2007-December 2007

- Acted as a liaison between clients and insurance representatives.
- Researched and prepared competitive quotes and insurance plans for over 500 individuals/small group clients.
- Presented sales proposals to potential clients, including written and oral reports.

**Area Residence Coordinator, ABC University**

Eugene, OR

January 2005– February 2007

- Facilitated living-learning community for two on-campus living areas
- Assigned housing for all residential students
- Oversaw Life Groups program, on-campus small group program for students, faculty, and staff
- Supervised staff of Resident Assistants and Life Groups Coordinator
- Co-managed on-campus coffee house, including overseeing baristas and supplies
- Conducted judicial meetings with students

## ACTIVITIES

---

**Treasurer, Kappa Kappa Gamma**

2007-2008

Fullerton, CA

- Managed billing, cash flow, and budget allocation of over \$400,000 for 102 students.
- Initiated a project to research sorority chapter fees across the United States. Successfully persuaded board to reduce chapter fees to align with national averages.

**Event Coordinator/Board Member, YWCA of Fullerton**

2007-2008

Fullerton, CA

- Successfully created and organized monthly volunteer events for 100 to 200 local community members and students, including a nationally recognized event called Week Without Violence.

**Mentor/Tutor, Fullerton High School**

2006-2009

Fullerton, CA

- Tutored a high school student three hours per week and helped develop long-term educational goals.

## ADDITIONAL

---

**Computer:** Proficient in Quicken, QuickBooks, Salesforce, Adobe Photoshop

**Awards:** National Society of Collegiate Scholars

**Other:** Study Abroad Program, Salamanca, Spain, 2010: Conversational Spanish