



## EMPLOYMENT MANAGEMENT SERVICES

at Colorado Christian University

The resume must be **results** (not task) **oriented and relevant** to potential employers. Unfortunately, many resumes present the reader with life histories and/or restated job descriptions (task oriented) rather than statements of accomplishments (results oriented). Furthermore, many resumes do not demonstrate how the potential employer will benefit from hiring the potential employee. Thus, potential employers must determine if a candidate is qualified, and employers may ignore these resumes.

Use numbers, percentages, statistics, and superlatives when appropriate. Show results, and whenever possible, avoid using “I” statements. Stay away from subjective language unless validated by example *e.g.* excellent communicator.

### Examples:

- Assisted with logistics, scheduling, and training for 8 teams and up to 100 people
- Personally assisted 200 plus customers daily for a Fortune 500 “Best Company to Work For”
- Acquired skills in customer service, multi-tasking, and organization
- Excellent quarterly reviews by coworkers, customers, and management
- Named best worker due to work ethic and character by the store manager
- Performed financial analysis of a local printing company in order to help company officials consider the potential risk and gains of a new long-term asset (Business Finance)
- Examined the operations and financials of a local winery resulting in cost analysis (Managerial Accounting)
- Assisted four undergraduate students with greater understanding of first and second level accounting concepts
- Utilized cash flows, startup costs, and predicted revenue in order to examine the opportunity for a new location
- Managed student phone-a-thon, raising \$100,000 (89% of goal)
- Consistently exceeded weekly and monthly advertising sales quotas for student newspaper
- Financed 80% of my college expenses through part-time and summer employment
- Increased program attendance by 25%
- Raised over \$12,000, exceeded target goal by 20%
- Served as customer representative for tenant complaints and requests
- Ensured proper cash handling and account information
- Processed saving and checking account transactions, including mortgages and other loan payments
- Organized logistics and participated in alternative spring break trip to rebuild homes in Denver
- Coordinated worksite tasks and helped facilitate evening and cultural activities
- One of 25 PC students chosen to be a mentor to a group of local boy grades 5th through 8th
- Role model and educator to middle school student creating a lasting and positive relationship with mentee
- Review 200+ submissions and select exemplary pieces for publication
- Copyedit and design 10+ pieces that contribute to the theme/structure of the magazine
- Marketing and advertising: demographic research, copywriting, and distribution of ads
- Ranked #1 during employee evaluation due to strong work ethic, timeliness, and accuracy
- Made sandwiches in timely manner, following strict regulations for 100+ customers daily
- Worked register, selling products with minimal supervision, in a fast-paced environment
- Administrative liaison between academic institution and potential student prospects
- Traveled nationally over twenty weeks, recruiting at 8 youth camps and at 50 churches, to over 800 youth
- Managed front desk, phone calls, explained process and procedure to over 1,000 inquiring individuals
- Managed yearly budget of \$3500 for student activities
- Succeeded in leading varsity women’s team to Regionals and State

## **Other examples for wording:**

### **Marketing Intern**

- Supported Employee Communications team on projects, efficiently meeting deadlines
- Tracked all projects in database, creating a year-end report of communication activities

### **Managing Editor**

- Facilitated discussions between editorial, business, advertising, and writing staff
- Oversaw execution of application and hiring process and managed office logistics, supplies, and technical support
- Recorded and cataloged information for 80+ staff members

### **Bank Teller**

- Ensured proper cash handling and account information
- Processed saving and checking account transactions, including mortgages and other loan payments
- Assisted supervisors with balancing the cash flow of the vault and ATM

### **Resident Assistant**

- Manage a university residence hall floor of 36 diverse undergraduate students
- Run monthly floor meetings and conduct frequent room drop-ins to discuss events, developments, and concerns to ensure that students are kept up-to-date on all pertinent information
- Work in Residence Life office for 10 to 15 hours per week performing duties such as responding to student and staff questions, answering telephones, and operating computers and various office equipment
- Enforce College and Residence Life rules and regulations resulting in a safe, orderly and enjoyable living environment

## **SKILLS & LANGUAGES**

- Proficient: Microsoft Office Suite, Final Draft, Blogging, Social Media
- Working Knowledge: Photoshop, InDesign, Dreamweaver, HTML and MLA
- Language: conversational *ASL*, conversational *Spanish*

## **ATHLETICS**

- **Rugby:** Four year member of the Providence College Women's Rugby Team, Division Two Northeast Champions; Competed in the National Collegiate Rugby Championship
- **Soccer:** First team Western Maine Conference, captained junior and senior year
- **Cheerleading:** NCAA All-American Nominee, Western Maine Conference Champions