

Dietrich College of Humanities & Social Sciences

Sample Resumes

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Freshy Mann

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EDUCATION	<p>Carnegie Mellon University, Pittsburgh, PA May 2025 Bachelor of Art in French and Francophone Studies Minor: German Studies Overall GPA: 3.35/4.00</p> <p>Radford High School, West Point, VA June 2021 4.15/4.0</p>						
EXPERIENCE	<p>Carnegie Mellon University, Pittsburgh, PA September 2021-present <i>Modern Languages Resource Assistant</i></p> <ul style="list-style-type: none"> • Collaborate 3 student workers, and cataloged media items • Develop Elementary French 1 online course taught at CMU • Assist over 10 faculty member within the Modern Languages department <p>C2 Education, West Point, VA May 2018-August 2018 <i>Lead Tutor</i></p> <ul style="list-style-type: none"> • Tutored over 30 remedial and ESL middle-school students in grammar and rhetoric • Delivered an increase in Reading test scores by over 20% in ESL students 						
ACTIVITIES	<p>Carnegie Alliance of Traditional and Social Dance, October 2021 - present Delta Delta Delta, Fall 2021 - present Speech and Debate Club, Fall 2017-May 2021</p>						
RELEVANT COURSES	<table border="0"> <tr> <td>Introduction to Second Language Acquisition</td> <td>Language and Thought</td> </tr> <tr> <td>Negotiation: International Focus</td> <td>Linguistic Analysis</td> </tr> <tr> <td>Communicating in the Global Marketplace</td> <td>Ethics and Global Economies</td> </tr> </table>	Introduction to Second Language Acquisition	Language and Thought	Negotiation: International Focus	Linguistic Analysis	Communicating in the Global Marketplace	Ethics and Global Economies
Introduction to Second Language Acquisition	Language and Thought						
Negotiation: International Focus	Linguistic Analysis						
Communicating in the Global Marketplace	Ethics and Global Economies						
SKILLS	<p>French: Advanced (6 years), reading, writing, speaking, and listening German: Proficient (4 years), reading, writing, speaking, and listening Technical: SPSS, HTML (basic), Microsoft Office</p>						
HONORS	<p>Tartans Abroad Scholarship, Fall 2021 Modern Language Study Abroad Scholarship, Spring 2022 Phi Sigma (High School Honors), Spring 2021</p>						

PAULA POLICY

policy@andrew.cmu.edu | (412) 555-1245 | 123 Management Ave. Apt. Q Oakland, CA 94609

EDUCATION

Carnegie Mellon University

B.S. Double Major in Policy & Management and Decision Science

Pittsburgh, PA

May 2024

SKILLS

Data Management: analysis, qualitative coding, visualization

Professional Writing: grant writing, alumni newsletters, manuals, PowerPoint presentations

Software: advanced Excel, iWave, Raiser's Edge, Constant Contact, RelSci

INTERNSHIPS

Sponsors for Educational Opportunities

Development and Planning Intern

San Francisco, CA

Jun 2021 – Aug 2021

- Maintained and updated donor database using Raiser's Edge software
- Drafted 3 grant proposals
- Researched potential individual, foundation, and corporate donors using iWave and foundation directory online
- Prepared and distributed marketing and outreach material to attract successful alum

East Bay Community Law Center

Development and Planning Intern

Berkeley, CA

Jun 2020 – Jul 2020

- Updated donor database using Excel to increase success of contacting donors
- Researched information on former donors to identify trends, used findings to id new donors
- Administrative duties and client reception

EMPLOYMENT

Grassroots Campaigns

Field Manager

Berkeley, CA

May 2020 – Aug 2020

- Managed and motivated team of 5 fundraisers
- Educated Bay Area community members about Planned Parenthood ACLU campaigns via one-on-one conversations
- Raised over \$16,000, individually, towards selected organizations

EXTRACURRICULAR

College Democrats

Business Manager

2021 – present

- Manage organization's budget of \$1,000
- Organize and submit funding requests for 20+ members
- Oversee all fundraising efforts i.e. door-to-door campaigns, mass mailings, personal meetings

Political Action Coordinator

2020 – present

- Develop and publish internship database used to increase intern program
- Coordinate candidate visits to campus including 3 Pennsylvania senate candidates

National Society of Black Engineers

Freshman Representative

2020 – present

- Plan social events to increase freshman participation and awareness of our organization
- Coordinate internship and research panel

RELEVANT COURSEWORK

Decision Analysis and Decision Support Systems

Spring 2021

Policy Analysis I

Fall 2020

Introduction to Professional Writing

Spring 2020

Dolla Bill

497 Van Winkle Street, East Rutherford, NJ 07073
(412)-555-7980 | db@andrew.cmu.edu

EDUCATION

Carnegie Mellon University

Dec 2023

Bachelor of Science in Economics and Statistics | GPA: 3.42/4.0

Minors: Business Administration (declared)

Honors:

- Class Valedictorian (Scholastica High School, 2013) and Dean's List (Carnegie Mellon - Multiple Semesters)

Relevant Coursework: Multivariate Analysis, Mathematical Finance, Advanced Data Analysis, Modern Regression, Computational Statistics, Probability Theory, Statistical Inference, Calculus

WORK EXPERIENCE

Research Intern

Aug 2020 – Dec 2020

BRAC Center, Dhaka, Bangladesh

- Collected and tabulated data from various sources on gender violence and social inclusion to distinguish between reliable and unreliable data
- Analyzed methodologies of various studies conducted by different organizations, including the United Nations and the US Department of Justice, to find an ideal methodology to be used to conduct studies in Bangladesh
- Provided support to the Advocacy department to conduct literature review for content development for proposed study on gender violence

Teaching Assistant, Statistics Department

Jun 2020 – Jul 2020

Carnegie Mellon University, Pittsburgh, PA

- Led two labs every week, teaching and assisting 45 students with using the Minitab software package for data analysis; assisted professor in grading homework and tests, as well as proctoring exams
- Prepared lesson materials and provided a friendly and fun environment in class for students to learn

Resident Assistant

Carnegie Mellon University, Pittsburgh, PA

- Supervised freshmen residence hall of 200+ students and communicate with them on a daily basis to enhance their first year experience
- Counseled students on personal and academic issues, respond to emergency situations, as well as budget and allocate \$9000 for the hall while working in a team of 6 other Resident Assistants
- Conducted several dorm-wide programs and events on a weekly basis, hosting about 30 students at each event

Research Assistant

Aug 2019 – Dec 2019

Bangladesh Enterprise Institute, Dhaka, Bangladesh

- Assisted 2 senior researchers on projects focusing on child labor and minority ethnic groups in Bangladesh to help 200 children get out of child labor and admitted into school
- Managed daily administrative work, such as filing, typing and organizing, for increased efficiency and improved time-management in the office

LEADERSHIP

CMU Badminton Club

Aug 2019 – present

President

- Manage daily club activities including reserving and planning game schedules
- Recruit 250 members to the club, delegate duties to 4 other club officers and allocate money for events

SKILLS

- **Computer:** Python, R, Minitab, Microsoft Office (Word, PowerPoint, Excel)
- **Languages:** English (fluent), Bengali (fluent), Urdu (intermediate)
- **Other:** group facilitation, data collection and analysis, rigorous literature reviews

Si K. Ology

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www.linkedin.com/in/sikology

EDUCATION

Carnegie Mellon University, Pittsburgh, PA
Bachelor of Science in Psychology
Minor: Statistics
G.P.A. 3.8/4.00

May 2022

RELEVANT EXPERIENCE

SpinMedia, New York, NY
Consumer Insights Intern

May 2020-August 2020

- Coordinated with 4 internal teams to use 3rd party research data and internal data to produce insights for the advertising and sales teams, resulting in a 20% increase in profitability
- Assisted in creating monthly reports detailing the size and demographics of the SpinMedia audience using comScore, Nielsen @Plan, and Google Analytics data
- Updated marketing and sales communication materials with the latest data analytics

Mad Science, Pittsburgh, PA
Instructor

September 2019-April 2020

- Taught and performed interactive science experiments for groups of 5-20 elementary school students
- Acted as liaison between parents and program managers for the school age programming

Carnegie Mellon University, Pittsburgh, PA
Research Assistant

May 2019-August 2019

- Assisted with the research of communal coping in couples in which once spouse was diagnosed with type-2 diabetes
- Interviewed and filmed over 100 participants for analysis
- Analyzed data from participant interviews and presented the data to
- Recruited over 30 new participants from health fairs

LEADERSHIP ACTIVITIES

Undergraduate Marketing Organization, Secretary

December 2019-present

- Scribe minutes for monthly club meetings
- Plan and implement two programs concerning proper research techniques for the consumer insights and marketing research industry

Kappa Alpha Theta, *Member*

October 2019-present

- Plan events to integrate new members into the chapter through mentoring program

The Tartan, *Junior Staff Writer & Online Writer*

August 2019-present

- Write over 30 articles reviewing regional musical concerts as well as local restaurants

HONORS & AWARDS

Dietrich College Dean's List

Fall 2018 & Spring 2021

- Calculated G.P.A. of 3.75 or higher for the semester

Order of Omega

Fall 2019

- Selected to represent the top five of the Greek community for high standard in scholarship and leadership

RELEVANT COURSEWORK

Advanced Data Analysis
Attitudes and Persuasion
Psychology of Gender
Research Methods in Cognitive Psychology

SKILLS

Microsoft Office
Adobe Creative Suite
Spanish (Basic)
SPSS

Diane Smith

111 Apple Road ▪ Pittsburgh, PA 15222 ▪ 412.252.2222 ▪ email@andrew.cmu.edu

CAREER HIGHLIGHTS

- 3 years of experience in communications, program management, and research
- 3 years of experience in employee supervision, training, and mentorship
- 1 year of experience in museum operations, educational programming, and guest services

EDUCATION

Master of Arts in Professional Writing Expected May 2022
Bachelor of Arts in English Received May 2021
Carnegie Mellon University, Pittsburgh, PA GPA: 3.4/4.0
Language Skills: English (Fluent), Spanish (Fluent)
Software Skills: WordPress, Microsoft Office, SPSS, Python

RESEARCH PROJECTS

Capstone Seminar Spring Semester 2021
Carnegie Mellon University Pittsburgh, PA

- Conducted secondary research and analyses to compose a 30-page thesis on the rhetoric between foreign nations and its influence on trade activities

Language and Globalization Fall Semester 2020
Carnegie Mellon University Pittsburgh, PA

- Collaborated with a team of 5 students to create and deliver a 45-minute presentation on the Westernization of modern nations and its influence on English language adoption

COMMUNICATIONS EXPERIENCE

Program Intern June 2021 – August 2021
Global Communication Center (CMU) Pittsburgh, PA

- Supervised and trained 10 peer tutors to assist students with verbal and written communication
- Coordinated and promoted 4 workshops per semester to help students compose academic writing, compile research findings, and communicate with diverse audiences

Marketing Communications Intern June 2020 – July 2020
Children's Museum of Pittsburgh Pittsburgh, PA

- Utilized Constant Contact to compose a weekly newsletter for new member engagement by collaborating with museum educators, visitor services, and marketing coordinators
- Increased new member retention by 7% through newsletter distribution, social media engagement, and in-house programming
- Utilized WordPress to update the website's program offerings, blog posts, and member services

COMMUNITY INVOLVEMENT

President May 2019 – May 2021
Delta Gamma (CMU) Pittsburgh, PA

- Led a house of 40 members through philanthropic programming, new member recruitment, and house management duties
- Mediated conflict between members by completing campus leadership training and maintain open lines of communication during weekly meetings

Volunteer April 2020
American Red Cross Pittsburgh, PA

- Contacted 500+ members to solicit donations for relief efforts and blood-drive participation

Education

Carnegie Mellon University

Pittsburgh, PA / May 2021
BA Creative Writing
Minor Philosophy
GPA 3.75

Skills

Microsoft Office
Adobe CS5
SEO strategy & analysis
Copywriting & editing
Bookbinding

Achievements

Adasom Award

Carnegie Mellon University
Pittsburgh, PA / April 2020
-Awarded first place for a screen play about familial tension and ironic humors

National PeaceMaker Finalist

National Scholastic Press Association
Anaheim, CA / March 2019
-Editor-in-chief & designer of national Peacemaker finalist literary magazine

Best in Show Literary Magazine

JEA National Journalism Convention
Kansas City, KS / November 2018
-Editor-in-chief and designer of 1st-place literary magazine in the nation

Publications

"Under the Haven"

Short Story / 100 Word Story
May 2019

"Siberia"

Poem / *Allegheny Review*
October 2018

Experience

Vistaprint / Studio Design Intern

Boston, MA / June 2020 - August 2020

- Conducted & designed HTML based emails for client acquisition
- Re-designed print material for clients to accommodate changes from content that has been translated from one language to another

Carnegie Mellon University Press / Designer Intern

Pittsburgh, PA / August 2019 – May 2020

- Typeset manuscript & designed internal layout of an anthology of poems
- Communicated frequently with authors & editors

Paper Darts / Editorial Intern

Minneapolis, MN / May 2018 – August 2018

- Proofread & edited over 75 articles, interviews, and other content
- Reviewed & edited articles from non-English speaking columnists
- Conducted historical research that contributed to the publication of over 30 articles

The Tartan / Writer & Editor

Pittsburgh, PA / August 2017 – May 2018

- Managed a staff of 7
- Proofread over 20 articles weekly
- Wrote satirical and humorous articles on the biweekly basis

Activities

Sigma Tau Delta / Fall 2018 – May 2021

English Honor Society

The Soundbytes / Fall 2017 – May 2018

On campus acapella ensemble

Women's Tennis Team / Fall 2017 – May 2018

Team captain (2013 & 2014 seasons)

Andrew Ambassador / Fall 2017

Assisted with campus tours for prospective students