

Dietrich College of Humanities & Social Sciences

Sample Resumes

Freshman Resume Sample	...Page 2
Sophomore Resume Sample	...Page 3
Junior Resume Sample	...Page 4
Senior Resume Sample	...Page 5
Graduate Resume Sample	...Page 6
Creative Resume Sample	...Page 7

Erstes Jahr

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www.linkedin.com/in/erstesjahr

EDUCATION **Carnegie Mellon University**, Pittsburgh, PA May 2027
Bachelor of Art in French and Francophone Studies
Minor: German Studies
GPA: 3.35/4.00

Radford High School, West Point, VA June 2023
GPA: 4.15/4.0

RELEVANT COURSES Introduction to Second Language Acquisition Language and Thought
Negotiation: International Focus Linguistic Analysis
Communicating in the Global Marketplace Ethics and Global Economies

EXPERIENCE **Carnegie Mellon University**, Pittsburgh, PA September 2023 - present
Modern Languages Resource Assistant

- Collaborate with 3 student workers to catalogue media items for research projects
- Develop new Elementary French 1 online course curriculum for university students
- Assist over 10 Modern Language faculty members with administrative tasks to support departmental functions and class instruction

C2 Education, West Point, VA May 2022 - August 2023
Lead Tutor

- Tutored over 30 remedial and ESL middle-school students to increase grammar and rhetoric understanding and skills
- Increased ESL student reading test scores by over 20% through intensive instruction and successful program delivery

ACTIVITIES **Carnegie Alliance of Traditional and Social Dance**, October 2023 - present
Delta Delta Delta Sorority, October 2023 - present
Speech and Debate Club, Dec 2019 - May 2023

SKILLS **French:** Advanced - reading, writing, speaking, and listening
German: Proficient - reading, writing, speaking, and listening
Technical: SPSS, HTML (basic), Advanced Excel

HONORS **Carnegie Scholarship**, Fall 2023
Phi Sigma (High School Honors), Spring 2022

PAULA P. POLICY

policy@andrew.cmu.edu | (412) 555-1245 | linkedin.com/ppolicy

EDUCATION

Carnegie Mellon University Pittsburgh, PA
Bachelor of Science Double Major in Policy & Management and Decision Science May 2026

RELEVANT COURSEWORK

Decision Analysis and Decision Support Systems Fall 2023
Policy Analysis I Spring 2023
Introduction to Professional Writing Fall 2022

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, Keynote

RELEVANT EXPERIENCE

Sponsors for Educational Opportunities San Francisco, CA
Development and Planning Intern June 2023 – Aug 2023

- Maintained and updated donor database using Raiser's Edge software to ensure accurate and timely communications
- Drafted 3 grant proposals for submission in support of SEO Career program
- Researched potential individual, foundation, and corporate donors using iWave and foundation directory online
- Prepared and distributed marketing and outreach material to attract successful alumni donors

Grassroots Campaigns Berkeley, CA
Field Manager May 2022 – Aug 2022

- Managed and motivated team of 5 fundraisers to successfully engage community and encourage donations
- Educated Bay Area community members about Planned Parenthood and ACLU campaigns via one-on-one conversations
- Individually raised over \$16,000 through direct outreach to support selected organizations

East Bay Community Law Center Berkeley, CA
Development and Planning Intern June 2020 – Aug 2021

- Updated donor database using Excel to increase success of contacting donors
- Researched information on former donors to identify trends, used findings to identify new donors
- Performed administrative duties and managed a busy client reception area

COMMUNITY INVOLVEMENT

College Democrats, Carnegie Mellon University
Business Manager Oct 2023 – present

- Monitor and strategize spending to manage organization's budget of \$1,000
- Organize and submit funding requests for 20+ members
- Oversee all fundraising efforts including door-to-door campaigns, mass mailings, personal meetings

Political Action Coordinator Sept 2022 – Oct 2023

- Developed and publish internship database used to increase qualified applicants to the program
- Coordinated candidate visits to campus including 3 Pennsylvania senate candidates

National Society of Black Engineers, Carnegie Mellon University Sept 2022 – May 2023
Freshman Representative

- Planned social events to increase freshman participation and awareness of our organization
- Coordinated internship and research panel for College of Engineering event series

Dolla Bill

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EDUCATION

Carnegie Mellon University

Dec 2024

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

Minors: Business Administration

Honors: Dean's List (Fall 2019-Present)

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

WORK EXPERIENCE

Research Intern

Aug 2023 – Dec 2023

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 2022 – Jul 2022

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

Jan 2022 – May 2022

Carnegie Mellon University, Pittsburgh, PA

- Supervise a freshmen residence hall of over 200 students and communicate with them on a daily basis to enhance their first year experience
- Counsel 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
- Conduct several dorm-wide programs and events on a weekly basis, hosting about 30 students at each event

Research Assistant

Aug 2020 – Dec 2020

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 2021 – present

President

- Manage daily club activities including reserving and planning game schedules
- Recruit 250 members to the club, delegated duties to 4 other club officers and allocated 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

Cy Kology

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EDUCATION

Carnegie Mellon University, Pittsburgh, PA Expected May 2024
Bachelor of Science in Psychology, Statistics Minor GPA 3.8/4.00
Honors- Dietrich College Dean's List (Fall 2020-Fall 2023)

RELEVANT EXPERIENCE

SpinMedia, New York, NY May 2023 - August 2023
Consumer Insights Intern

- Coordinated with four internal teams to use third 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 to distribute to executive stakeholders

Mad Science, Pittsburgh, PA September 2021 - April 2023
Instructor

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

Carnegie Mellon University, Pittsburgh, PA October 2020 - September 2021
Research Assistant

- Assisted in researching coping in couples which one spouse was diagnosed with type-2 diabetes
- Conducted interviews of over 100 participants by recording participants on video for analysis
- Analyzed data from participant interviews to present findings to psychology faculty
- Presented research at health fairs, resulting in recruitment of 30 new participants

LEADERSHIP AND ENGAGEMENT

Kappa Alpha Theta, Pittsburgh, PA October 2020 - Present
Member

- Plan events to integrate new members into the chapter through mentorship
- Lead a team of 10 members to raise \$10,000 for philanthropic causes
- Chosen to represent the Greek community's standards in scholarship and leadership through Order of Omega

American Marketing Association, Pittsburgh, PA December 2020 - Present
Secretary

- Scribe minutes for monthly club meetings to share out updates and information to all members
- Plan and implement two programs concerning proper research techniques for the consumer insights and marketing research industry

The Tartan, Pittsburgh, PA January 2020 - October 2021
Junior Staff Writer & Online Writer

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

SKILLS

Technology- SPSS, Tableau, Excel, Google Analytics, Adobe Creative Suite, Python
Languages- English (Native), Spanish (Basic), ASL (Basic)

Jordan Smith

412.252.2222

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PROFESSIONAL SUMMARY

Data science professional interested in quantitative analysis and visualization in the finance industry. Experienced in data management, statistical computing, and delivering presentations. Team leader skilled in employee management, business operations, and conflict resolution.

EDUCATION

Master of Statistical Practice

Carnegie Mellon University, Pittsburgh, PA
QPA 3.8

Expected May 2024

Bachelor of Science in Statistics

Carnegie Mellon University, Pittsburgh, PA
QPA 3.5, Dean's List

May 2023

SKILLS

Software Skills: WordPress, SPSS, Python, R, C++, Java, Microsoft Office

Language Skills: English (Fluent), Spanish (Fluent)

STATISTICS & DATA SCIENCE EXPERIENCE

Data Science Intern

PNC Bank

April-July 2022

Pittsburgh, PA

- Conducted data analysis and developed predictive models to assess consumer trends, improve annual revenues, and understand consumer demographics
- Assisted three marketing managers in developing reports and statistical graphics for departmental meetings and client presentations
- Delivered a final presentation to 50+ colleagues regarding individual accomplishments and organizational improvements

Statistical Computing Course

Carnegie Mellon University

August-December 2021

Pittsburgh, PA

- Utilized R to explore core programming functions through exploratory data analysis, graphic visualization, simulation, and other topics

Algorithms & Data Structures Course

Carnegie Mellon University

August-December 2021

Pittsburgh, PA

- Completed case studies and assignments relating to efficient data storage, programming algorithms, and run-time analysis

TEAM MANAGEMENT EXPERIENCE

Supervisor

Panera Bread

September 2019-Present

Pittsburgh, PA

- Supervise and train 30 employees on point-of-sale systems and daily operations while managing 200+ customer orders during peak business hours
- Improve service quality by communicating guest promotions, managing inventory levels, and monitoring facility cleanliness

LEADERSHIP EXPERIENCE

President

Delta Gamma (CMU)

May 2019-May 2021

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 maintaining open lines of communication during weekly meetings
- Implemented an alumni breakfast for 100 guests which resulted in charity donations totaling \$5,000

Faith Novel

FNOVEL@CMU.EDU | 412.867.5309
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Education

Carnegie Mellon University

Pittsburgh, PA / May 2024
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 2023
-Awarded first place for a screen play about familial tension and ironic humors

National PeaceMaker Finalist

National Scholastic Press Association
Anaheim, CA / February 2022
-Editor-in-chief & designer of national Peacemaker finalist literary magazine

Best in Show Literary Magazine

JEA National Journalism Convention
Kansas City, KS / November 2021
-Editor-in-chief and designer of 1st-place literary magazine in the nation

Publications

“Under the Haven”

Short Story / 100 Word Story
May 2022

“Siberia”

Poem / Allegheny Review
October 2021

Experience

Vistaprint / Studio Design Intern

Boston, MA / June 2023 - August 2023

- Conducted and designed 200HTML-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 2022 – May 2023

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

Paper Darts / Editorial Intern

Minneapolis, MN / May 2022 – August 2022

- Proofread and edited over 75 articles, interviews, and other content
- Reviewed and 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 2021 – May 2022

- Managed a staff of seven through delegating weekly tasks
- Proofread over 20 articles per week to provide constructive feedback
- Wrote satirical and humorous articles on a biweekly basis

Activities

Sigma Tau Delta / August 2023 – Present

English Honor Society

The Soundbytes / September 2021 – May 2023

On campus acapella ensemble

Women’s Tennis Team / August 2021 – May 2023

Team captain

Andrew Ambassador / October-December 2021

Assisted with campus tours for prospective students