

# Dietrich College of Humanities & Social Sciences

## Sample Resumes

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# Freshy Mann

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<b>EDUCATION</b>	<b>Carnegie Mellon University</b> , Pittsburgh, PA Bachelor of Art in French and Francophone Studies Minor: German Studies Overall GPA: 3.35/4.00  <b>Radford High School</b> , West Point, VA 4.15/4.0	May 2020           June 2016
<b>EXPERIENCE</b>	<b>Carnegie Mellon University</b> , Pittsburgh, PA <i>Modern Languages Resource Assistant</i> <ul style="list-style-type: none"><li>• Collaborate 3 student workers, and cataloged media items</li><li>• Develop Elementary French 1 online course taught at CMU</li><li>• Assist over 10 faculty member within the Modern Languages department</li></ul> <b>C2 Education</b> , West Point, VA <i>Lead Tutor</i> <ul style="list-style-type: none"><li>• Tutored over 30 remedial and ESL middle-school students in grammar and rhetoric</li><li>• Delivered an increase in Reading test scores by over 20% in ESL students</li></ul>	September 2016-present           May 2016-August 2016
<b>ACTIVITIES</b>	<b>Carnegie Alliance of Traditional and Social Dance</b> , February 2016 - present <b>Delta Delta Delta</b> , Fall 2016 - present <b>Speech and Debate Club</b> , Fall 2013-May 2016	
<b>RELEVANT COURSES</b>	Introduction to Second Language Acquisition Negotiation: International Focus Communicating in the Global Marketplace	Language and Thought Linguistic Analysis Ethics and Global Economies
<b>SKILLS</b>	<b>French:</b> Advanced (6 years), reading, writing, speaking, and listening <b>German:</b> Proficient (4 years), reading, writing, speaking, and listening <b>Technical:</b> SPSS, HTML (basic), Microsoft Office	
<b>HONORS</b>	<b>Tartans Abroad Scholarship</b> , Fall 2016 <b>Modern Language Study Abroad Scholarship</b> , May 2016 <b>Phi Sigma (High School Honors)</b> , Spring 2016	

# Sally Sequil

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## EDUCATION

**B. S. in Information Systems** • Carnegie Mellon University • Pittsburgh, PA  
QPA 3.45/4.0

May 2018

## SKILLS

HTML, CSS, jQuery, Python, Java, UML, MySQL, PostgreSQL, Database Design, Photoshop

## RELEVANT COURSEWORK

Introduction to Data Structures

Information Systems Milieux

Introduction to Physical Computing

Principles of Computing

Database Design and Development

Statistical Reasoning and Practice

Fundamentals of Programming and Computer Science

Principles of Economics

## PROJECTS

### Table Tennis Timer Project

Spring 2016

- Designed piezo electric contact microphones to find the time difference between a ping pong ball hitting a player's paddle to bouncing on the table
- Displayed results with colored LEDs

### One Night at Freddy's Coding Project

Fall 2015

- Developed an interactive hide-and-go-seek game with jump scares using Python

## WORK EXPERIENCE

**Camp Counselor** • Summer's Best Two Weeks • Hollsopple, PA

Summer 2015

- Lived with and personally cared for 40 girls over the summer
- Led groups of 10 through activities, overnight trips, Bible Studies, and sports competitions
- Worked with team of 50 camp counselors to create a safe, enjoyable environment for campers
- Trained in wilderness first aid

**Assistant Tennis Coach** • Alex Slezak Tennis Camp • Fox Chapel, PA

Summer 2014

- Organized drills for 40 children to help improve tennis skills
- Provided fun atmosphere and critical feedback for children ages 8 to 15

**Referee** • Harmar Soccer Club • Harwick, PA

January 2011 - June 2014

- Completed rigorous training equipping me with decision making skills
- Oversaw up to 20 soccer games a semester

**Math Tutor** • Springdale High School • Springdale, PA

August 2010 - June 2014

- Tutored students once a week in algebra and geometry concepts
- Improved test scores by 2 letter grades

## LEADERSHIP

**Captain** • Carnegie Mellon Club Tennis Team

Spring 2016 - present

- Manage budget and organize travel transportation, housing, and tournament fees
- Work with coaches and faculty to organize tournaments, tryouts, and practices

**Women's Bible Study Leader** • InterVarsity Christian Fellowship

Fall 2015 - present

- Plan Bible study for 2 hours each week with a team of fellow leaders

# PAULA POLICY

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## EDUCATION

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**Carnegie Mellon University** Pittsburgh, PA  
*B.S. Double Major in Policy & Management and Decision Science* May 2018

## 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

## INTERNSHIP

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**Sponsors for Educational Opportunities** San Francisco, CA  
*Development and Planning Intern* Jun 2015 – Aug 2015

- 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** Berkeley, CA  
*Development and Planning Intern* Jun 2012 – Jul 2012

- 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

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**Grassroots Campaigns** Berkeley, CA  
*Field Manager* May 2014 – Aug 2014

- 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

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**College Democrats** 2015 – present  
*Business Manager*

- 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* 2015 – 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** 2013 – 2015  
*Freshman Representative*

- Planned socials events to increase freshman participation and awareness of our organization
- Coordinated internship and research panel

## RELEVANT COURSEWORK

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**Decision Analysis and Decision Support Systems** Spring 2016

**Policy Analysis I** Fall 2015

**Introduction to Professional Writing** Spring 2015

# Dolla Bill

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## EDUCATION

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### Carnegie Mellon University

Dec 2016

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 in 3D

## WORK EXPERIENCE

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### Research Intern

May 2015 – Jul 2015

*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

Jan 2015 – Present

*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

Aug 2014 – Present

*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

May 2014 – Jul 2014

*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

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### CMU Badminton Club

Aug 2014 – Jan 2015

*President*

- Managed daily club activities including reserving and planning game schedules
- Recruited 250 members to the club, delegated duties to 4 other club officers and allocated money for events

## SKILLS

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- **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

# Ruby (Hyun Hee) Rail

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## EDUCATION

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### Carnegie Mellon University

B.S. Information Systems

Minor: Chinese Studies

QPA: 3.2/4.00

Pittsburgh, PA

Summer 2017

### Shanghai International Studies University

Study Abroad; Intermediate Chinese and Chinese Culture

Shanghai, China

Summer 2014

## EXPERIENCE

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### Carnegie Mellon University Division of Student Affairs

*IT Analyst Intern*

Summer 2015

- Created custom software application using Adobe Cold Fusion and SQL queries to manage database
- Improved customer service, ultimately streamlining business processes for CMU Dining Services

## ACTIVITIES

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### Awareness of Roots in Chinese Culture

*Design Chair/Board Member/ONIB Script Member*

Sept 2014-Present

- Organize and advertise events to raise awareness in Chinese Culture
- Design posters, logos and tickets to advertise events
- Organize performance and revise script for the annual play

### The Tartan School Newspaper

*Junior Designer*

Jan 2015–Present

- Created both hand and digitally drawn artworks upon request that visualizes the main focus of news articles that are distributed to 13,000 students

## CMU COURSE PROJECTS

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### Pennsylvania Department of Transportation Dashboard

Fall 2015

- Designed traffic dashboard using Adobe Illustrator and Photoshop
- Created an animation that demonstrates the transition between various dashboards

### Phipps Conservatory website redesign

Spring 2015

- Used HTML and CSS to redesign Phipps Conservatory website that is targeted towards students

### Mahjong Solitaire

Fall 2014

- Created Mahjong Solitaire using sophisticated coding algorithms on Python and Pygame

## SKILLS

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**Software:** Excel, PowerPoint, Photoshop, Illustrator, InDesign

**Programming Skill:** Python, Java, HTML, jQuery, CSS

**Database Skill:** MS SQL, MySQL, Postgres, Database Design

**Language:** Korean (fluent), English (fluent), Mandarin Chinese (proficient)

# Si K. Ology

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[www.linkedin.com/in/sikology](http://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 2015

## RELEVANT EXPERIENCE

**SpinMedia**, New York, NY

May 2014-August 2014

*Consumer Insights Intern*

- 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

September 2013-April 2014

*Instructor*

- 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

May 2013-August 2013

*Research Assistant*

- 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 2012-present

- Scribed minutes for monthly club meetings
- Planned and implemented two programs concerning proper research techniques for the consumer insights and marketing research industry

**Kappa Alpha Theta**, *Member*

October 2012-present

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

**The Tartan**, *Junior Staff Writer & Online Writer*

January 2012-present

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

## HONORS & AWARDS

**Dietrich College Dean's List**

Fall 2013 & Spring 2014

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

**Order of Omega**

Fall 2013

- 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

## Education

### Carnegie Mellon University

Pittsburgh, PA / May 2015  
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 2014  
*-Awarded first place for a screen play about familial tension and ironic humors*

### National PeaceMaker Finalist

National Scholastic Press Association  
Anaheim, CA / March 2013  
*-Editor-in-chief & designer of national Peacemaker finalist literary magazine*

### Best in Show Literary Magazine

JEA National Journalism Convention  
Kansas City, KS / November 2012  
*-Editor-in-chief and designer of 1st-place literary magazine in the nation*

## Publications

### “Under the Haven”

Short Story / 100 Word Story  
May 2014

### “Siberia”

Poem / *Allegheny Review*  
October 2012

## Experience

### Vistaprint / Studio Design Intern

Boston, MA / June 2014 - August 2014

- 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 2013 – May 2014

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

### Paper Darts / Editorial Intern

Minneapolis, MN / May 2013 – August 2013

- 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 2012 – May 2013

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

## Activities

### Sigma Tau Delta / Fall 2013 – present

*English Honor Society*

### The Soundbytes / Fall 2012 – present

*On campus acapella ensemble*

### Women’s Tennis Team / Fall 2011 – present

*Team captain (2013 & 2014 seasons)*

### Andrew Ambassador / Fall 2011 – May 2013

*Assisted with campus tours for prospective students*