

Abraham Baldwin

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OBJECTIVE

To obtain a position in multimedia design/development to utilize and further develop my aesthetic sense and artistic skills.

EDUCATION

The University of Georgia, Athens, GA
Bachelor of Arts in Journalism, May 2010
Major: Publication Management **Minor:** Philosophy
Cumulative GPA: 3.4/4.0

RELEVANT COURSEWORK

Multimedia for the Web, Interactive Media Authoring, Multimedia Writing, Web Communication, Multimedia Law, News Editing, Photojournalism, Scriptwriting, and Creative Nonfiction

RELATED EXPERIENCE

Freelance Web Designer, Athens, GA, June 2006-Present

- Created engaging web presences for clients per their requests and requirements
- Provided consulting services to evaluate and meet client needs
- Forged and maintained client relationships

Web Designer/Graphic Artists, **Information Security Center**, Valdosta, GA, June 2005-August 2007

- Maintained and designed three corporate websites for nonprofit organization
- Fabricated/manipulated web pages, graphics, and JavaScript in an office environment
- Maintained organized documentation to ensure that application scripts and web pages were dynamic and readily updatable for future employees
- Provided advice regarding graphic design and layout issues
- Instructed people on use of Dreamweaver to edit HTML, as well as website organization skills

ADDITIONAL EXPERIENCE

Pool Manager, **Atlantic Pool Service**, Valdosta, GA, May 2006-August 2006

- Used communication and authoritative skills to manage 400-member swimming facility
- Maintained organized records for 35 employees
- Communicated with Board of Directors to ensure that the needs of the members were met
- Collected entrance fees totaling up to \$500 per day

SKILLS/ABILITIES

- **Software:** Macromedia Flash, Director, Dreamweaver, Fireworks; Adobe Photoshop, ImageReady, Illustrator, Premiere, After Effects, Audition; Corel Bryce 5; Microsoft Office Suite (including Access); Apple Final Cut Pro, Quicktime Prom; Digidesign Pro Tools
- **Operating Systems:** Mac OS 9, X; Windows 95-XP; Dos; Linux
- **Language:** HTML; SQL; CSS; ActionScript; JavaScript; Director Lingo; VBA (working knowledge)

AWARDS/HONORS

Broadcast Education Associate (BEA)
Best of Festival 2004/King Foundation Award Winner, Fixed Media in the "To instruct/Train" category
Won \$1000 top prize and attended BEA Festival in Las Vegas, NV
Dean's List
HOPE Scholarship

CHARLAYNE HUNTER

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Permanent Address:
505 Tate Drive
Norcross, GA 31501

EDUCATION

The University of Georgia Athens, GA
Bachelor of Business Administration in Marketing, Minor: Spanish May 2009
Major GPA: 3.87/4.00; GPA: 3.65/4.00
HOPE Scholarship Recipient, Presidential Scholar, Dean's List

Georgia State University Atlanta, GA
Core Curriculum August 2005- May 2006

RELATED COURSEWORK

Marketing Strategies & Decision Making, Service Marketing, Sales Force Strategy & Management, Consumer Buyer Behavior

RELEVANT WORK EXPERIENCE

Marketing Intern Atlanta, GA
Georgia Department of Labor Summer 2008

- Screened at least 40 applicants daily for appropriate job qualifications
- Conducted daily log entries, updated user appointment status
- Retrieved unemployment claims, collected confidential customer information

Chairman of Advertising/Public Relations Athens, GA
American Red Cross, Fundraising Committee March 2008- May 2008

- Coordinated and supervised a 6 member committee, maximized committee potential by delegating to members' strengths
- Provided personal outreach to various media outlets, led to first time coverage from 4 outlets
- Wrote press releases and secured media publicity through radio, paper, and internet sources

CUSTOMER SERVICE EXPERIENCE

Server Athens, GA
Olive Garden August 2007- Present

- Provided excellent customer service to 50+ patrons per shift in a fast- paced, time- intense environment
- Managed financial transactions totaling up to \$2000
- Trained 14 new employees
- Successfully and consistently upsold desserts, appetizers, and special promotions; won upselling contest 4 times

Assistant Store Manager Athens, GA
The Body Shop August 2006- December 2006

- Exceeded \$2500 weekly sales quota, targeted customer behavior to increase sales
- Handled amounts exceeding \$5000 daily, maintained accurate balances and deposits
- Assigned and oversaw duties of 6 employees daily, maintained order of store
- Conducted opening and closing procedures, exemplified reliability and punctuality

CAMPUS & COMMUNITY INVOLVEMENT

ESOL Service Learning, Spanish Tutor, Support elementary Hispanic students August 2006- Present
Habitat for Humanity, Thrift Store Volunteer, Price merchandise August 2004- Present
Alpha Kappa Psi Professional Business Fraternity, Member April 2006- Present
Partners for a Prosperous Athens, Transportation Committee Member August 2007- January 2008
Infusion Magazine, Assistant to Financial Director August 2006- August 2007

SKILLS

Language Skills: Conversational Spanish, skilled in written Spanish

Computer Skills: Proficient in Bloomberg terminal, Microsoft Office Suite; Working knowledge of MS Access

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123 Carleton Lane
Athens, GA 30602

Ivana Jobe
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345 Lane Street
Roswell, GA 30075

Summary of Qualifications

- Project management and consulting experience primarily focused upon non-profit government-related projects, requiring quick turnarounds and extensive troubleshooting
- Proven skills in planning, strategy development, and knowledge of customer and client business processes
- Possess excellent team-building and management skills with proven success, offering critical resources to organizations
- Recognized by peers and professors for creating high-performance teams

Education

The University of Georgia, Terry College of Business Athens, GA
Bachelor of Business Administration in Management Information Systems Expected May 2009

- Overall GPA: 3.52/ 4.00; Major GPA: 3.84/ 4.00
- Financed 70% of college expenses through summer jobs and HOPE Scholarship

Computer Skills

- **Programming Languages:** Visual Basic, SQL, C, C++, Java
- **Operating Systems:** Windows NT/ 2000/ XP/ Vista, Linux, Unix
- **Database:** SQL Server, MS Access, Oracle
- **Internet:** ASP, VB Script, JavaScript, HTML, XML, Dreamweaver, ASP.NET, Java Server, Perl
- **Software:** JCL, SQL, DB2, MS Visio, MS Excel, MS FrontPage, MS Word

Related Experience

Financial Network Services, Pty Ltd. Sydney, Australia
Unix Administrator Assistant Summer 2008

- Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install multilingual software for overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO
- Performed hardware maintenance, technical support, and software research

Project Experience

Athens Area Humane Society Athens, GA
MIST 4620: Systems Analysis and Design January 2007 - June 2007

- Served as a project team leader and developed a database to track the adoption of animals
- Designed website that allowed viewing of specific animals for adoption
- Used Visual Basic to set up the user interface
- Incorporated Java, HTML, and Flash interactive web site; *Web Site Link: www.aahumane.gov*

Additional Experience

Pi Kappa Alpha Fraternity, Alpha Mu Chapter Athens, GA
Risk Manager September 2008 - Present

- Regulated and ensured the compliance of campus and chapter safety rules and regulations for 85 members
- Handled regulation violations and distributed appropriate sanctions
- Coordinated educational programs to proactively avoid possible risks

Treasurer September 2007 - May 2008

- Managed comprehensive budget of \$58,000 and allocated funds as needed
- Handled all transactions and purchases and ensured proper account balances

Self-Employed Lawn Service

Lawn Maintenance Roswell, GA
Summers 2003 - 2006

- Established and retained customer base in local neighborhoods
- Gained experience establishing a small business

Honors/Activities

- HOPE Grant Scholar Recipient; Dean's List; Presidential Scholar
- Society for Management Information Systems, *Member*; Intramural football and softball, *Participant*

Steadman V. Sanford

Present Address: 228 Baldwin Street, Athens, GA 30601 **Phone:**770-555-1234 **Email:**stadium@uga.edu

Permanent Address: 1871 Football Way Covington, GA 30015

EDUCATION

The University of Georgia, Athens, GA

Bachelor of Science, Family and Consumer Sciences, May 2012

Major: Consumer Economics

Minor: Food Science

HOPE Scholarship Recipient

Computer Skills: Microsoft Word, Excel, PowerPoint, and Access

Language Skills: Intermediate knowledge of Spanish

WORK EXPERIENCE

University of Georgia Food Services, Athens, GA

Dining Room Attendant, August 2008 – Present

- Maintain clean and safe environment for campus dining hall serving 1000+ patrons daily
- Interact with patrons to ensure quality dining experience
- Beginning Student Manager training program in January 2009

Chili's Bar and Grill, Covington, GA

Server, June 2007 – Present (Seasonal)

- Developed multi-tasking skills to serve up to 5 tables and 20 guests at one time
- Won summer sales competition by up-selling salads and desserts
- Managed financial transactions totaling \$2000+ nightly
- Collaborated with all servers to fulfill side duties enabling a smooth service for guests

CAMPUS & COMMUNITY INVOLVEMENT

Men's Club Rowing Team, Athens, GA

Rower, August 2008 – Present

- Dedicate 15 hours each week to training and practice
- Compete in regional and national regattas against club and varsity programs
- Received 3rd place medal at annual Head of the South regatta in Augusta, GA

Banking & Finance Society, Athens, GA

Member, January 2009 – Present

Athens Church, Athens, GA

Greeter, January 2009 – Present

THOMAS R. REED

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EDUCATION

The University of Georgia (UGA), Honors Program

Bachelor of Arts in Political Science, School of Public & International Affairs

Bachelor of Arts in Spanish, Franklin College of Arts & Sciences

GPA: 3.73/4.00

Athens, GA

Graduation: May 2009

Certificate in Personal and Organizational Leadership

Participant in highly selective, individualized 2-year leadership development program including academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University, Oxford, England

Summer 2006

Earned 6 credit hours while experiencing European culture

INTERNSHIP EXPERIENCE

NewTown Macon: Marketing Consultant, Macon, GA

August 2008-Present

- Analyze market investment trends in business and real estate
- Create strategic marketing plan for business-to-business and consumer marketing
- Partner public and private interest groups for common development goals
- Manage external communications and leading consulting project team

The Population Institute: Intern, Washington, D.C.

June 2007-August 2007

- Conceptualized, created, and negotiated student scholarship program that serves 15 students per year
- Managed public relations for World Population Day Symposium with international press, NGOs, and government employees
- Successfully wrote grant proposals and worked to improve the effectiveness of direct mailing fundraising
- Advocated with Congress and NGOs for issue awareness in legislative decisions

LEADERSHIP EXPERIENCE

UGA Department of University Housing: Resident Assistant, Athens, GA

August 2007-Present

- Designed, implemented, and evaluated educational programs for up to 100 participants
- Extensively utilized communication and counseling skills in supervising 65 men in a residence hall setting
- Responded to various crises in a building housing 800 residents
- Explained, interpreted, and enforced university housing policies
- Compiled an annual facility inventory and report

YMCA Camp High Harbor: Leadership Counselors Program, Head Counselor, Gainesville, GA

July 2006-May 2007

- Developed leadership training curriculum to be used by 36 counselors
- Taught leadership lessons to groups of 5-15 children
- Managed cabin of 11 students
- Interviewed, hired and trained 36 counselors
- Designed camp schedule; maintained order in daily activities involving 300 + campers

WORK EXPERIENCE

Honors Program: Student Assistant, UGA

September 2007-Present

Russell Hall: Desk Assistant, Athens, GA

August 2006-May 2007

Dillard's: Sales Associate, Alpharetta, GA

May 2006-August 2006

HONORS & AWARDS

UGA Rotary Top 12 Award: School of Public and International Affairs Winner, HOPE Scholarship, Governor's Scholarship, Presidential Scholar, Dean's List