

Example Resume (including summary of skills, athletic experience, and leadership experience)

Amy Lee

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Summary of Skills

- *Time Management:* successfully managed a consistently high GPA while devoting 20 hours/week to athletic practice and travel
- *Project Management:* led others through project development and implementation through Community Service Chair position and academic projects
- *Language:* Bilingual in Spanish, spoken and written
- *Technical:* Proficient in Microsoft Office (Word, PowerPoint, Excel) and Google Suite (Docs, Slides, Sheets), Adobe InDesign, HTML

Education

University of California, Santa Barbara (UCSB) Santa Barbara, CA
Bachelor of Arts, Communication Expected: Dec. 20xx
Relevant Coursework: Marketing Communication, Electronic Media Policy and Regulation, Interactive Media, Advertising Literacy

Related Course Projects

Project Lead, Marketing Communication, UCSB Sept.-Dec. 20xx

- Proposed marketing and advertising campaign for on-campus organization
- Utilized Adobe InDesign to create flyers and brochures in both English and Spanish
- Collected data on the effectiveness of the marketing campaign
- Created student organization website using HTML

Leadership Experience

Team Member, Water Polo, UCSB Aug. 20xx-Jun. 20xx

- Competed at Division I level in one of the nation's most recognized conferences
- Assisted coaches and team captain in strategy discussions and team building exercises
- Served as a mentor to potential recruits and motivated current new students
- Communicated with fellow teammates and coaches to improve team performance

Community Service Chair, San Miguel Residence Hall, UCSB Sept. 20xx-Jun. 20xx

- Participated in weekly Executive Board meetings by taking notes and facilitating discussions
- Organized quarterly community outreach to 300+ residents
- Collaborated with fellow Community Service Chairs to host hall events
- Met monthly with hall council to vote on allocation of hall funds, up to \$2,000