

## Sample Student

102 North B<sup>th</sup> Street  
Rogers, AR 72756

(479) 888-8888  
student1@yahoo.com

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### *Education e*

Bachelor of Science in ~~Organizational~~ Communication, June 2007  
State University, Maryville, OH  
GPA: 4.0/4.0

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### *Skills and Abilities*

#### *Leadership*

- Coordinated team members to prepare and present diverse class instructional materials
- Planned and prepared social functions for school and office groups
- Mentored college student to develop effective notetaking and study skills

#### *Communication*

- Arbitrated delivery/invoicing problems for a top customer in the oilfield industry
- Summarized and submitted results from a survey of Maryville, MO citizen concerns
- Presented cultural information on southern Louisiana to sorority and class groups

#### *Organization*

- Managed sales invoice and inventory records for accuracy and timely reporting
- Orchestrated a centralized meeting location for Association of Nontraditional Students
- Updated and maintained accurate and confidential client files for probation office

#### *Technology*

- Designed documents utilizing Microsoft Word, PowerPoint, Publisher, and Excel
  - Operated Microsoft Outlook
  - Converted probation client records into newly implemented software in three counties
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### *Professional Experience*

Internship	8/2006
Norway Economic Development Center - Maryville, OH	
Secretary	2002-2004
20 <sup>th</sup> Judicial District Court Services Office –Sioux, KS	
Administrative Asst./Inventory Control & Transfers	1995-2001
Walmart Distribution Center, Bentonville, AR	
Administrator / Co-Owner	1987-1994
AAA Insurance- Henderson, KY	
Administrative Assistant	1982-1987
Silly Corporation of America - Henderson, KY	

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### *Honors and Activities*

Northwest Missouri State University Distinguished Scholar Scholarship  
Frakes Foundation Scholarship  
Association of Nontraditional Students Secretary  
Organizational Communication Achievement Annual Award  
Who's Who Among Students in American Universities & Colleges  
National TRIO Day Participant  
Northwest Student Senate Bobby Award for Speech/Communication/Languages

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