

GUS D. GRENADIER

2nd/3rd Year
Resume Sample

123 Grenadier Drive, New Albany, IN 812-222-2222 gus@ius.edu

EDUCATION

Indiana University Southeast
Bachelor of Arts in English
Concentration: Writing

New Albany, IN
Expected: May 20xx
GPA: 3.2

RELEVANT COURSES:

Professional and Technical Report Writing, Writing for the Web, Advanced Expository Art, Argumentative and Creative Writing

ACADEMIC PROJECT

Effective Communication in Business Project

Fall 20xx

- Critically analyzed contemporary theory of management and its direct effects on three consulting firms
- Interviewed seven Business Analyst Managers to get accurate portrayal of the use of communication
- Developed understanding of communication approaches that led to a 32% increase in work productivity
- Performed extensive research on each consulting firm's mission, projects, and difficulties

LEADERSHIP EXPERIENCE

Vice President, Multi-Cultural Student Union

Fall 20xx-Present

- Support President in operation of student-run group focused on business minded minority students
- Increased student membership by 70% during tenure as Marketing Chairperson

Involved Member

Fall 20xx-Spring 20xx

- Fostered healthy working relationships with administrators, faculty, alumni, and student-run groups
- Researched and analyzed organizational plans and proposed new mission-specific directions
- Facilitated bimonthly meetings to ensure efficiency and to create an equal learning forum for all members

Volunteer, United Way

Spring 20xx

- Acquired and improved leadership skills and experience through the coordination of volunteer experiences
- Led and facilitated group processing time which occurred after large group assignments
- Communicated with site supervisors to ensure safety of volunteers at each work site

WORK EXPERIENCE

Sales Associate, Foot Locker

Fall 20xx-Present

- Utilize interpersonal and customer service skills to enhance customer shopping experiences
- Consistently excel a minimum of 40% beyond monthly sales targets administered by store manager
- Research newly released products to aid in sales approach to customers

TECHNICAL SKILLS

Proficient in Microsoft Package: Word, Excel, Publisher, and PowerPoint; PC and MAC; Social Media