

# Ann History

**Current:** 5555 Locust Street • Philadelphia, PA 19103 • (215) 555-5555 • history@sas.upenn.edu  
**Permanent:** 555 Desert Street • Phoenix, AZ 85016 • (602) 555-5555

## SKILL SUMMARY

- Extensive experience working with children in variety of settings
- Able to coach soccer and basketball, as well as advise dance, choral and theatre groups
- Proficient with Word, Excel, and conducting Internet research
- Proficient in French

## EDUCATION

**University of Pennsylvania**, Philadelphia, PA May 2010  
Candidate for Bachelor of Arts in European History  
Cumulative GPA: 3.2/4.0 GPA in Major: 3.7/4.0 (12 courses)

**Friends School**, Baltimore, MD June 2006  
Graduated with honors

## TEACHING EXPERIENCE

**Teacher's Aide**, Mount Washington Pediatric Hospital, Baltimore, MD Summer 2009

- Assisted in schoolroom of convalescent hospital
- Tutored emotionally and physically handicapped patients in individualized curriculum of math and reading
- Aided in recreational outings

**Director of Dance Department**, Camp Allegheny for Girls, Lewisburg, WV Summers 2008 and 2007

- Supervised dance department staff of six and counseling staff of seven
- Produced and choreographed dance show for 150 girls ages 8 - 16
- Designed activities and supervised unit of 34 girls ages 12 - 16

**Tutor**, West Philadelphia Tutoring Program, University of Pennsylvania, Philadelphia, PA 2006 - 2007

- Tutored elementary student in reading and math twice each week

## ADDITIONAL WORK EXPERIENCE

**Assistant**, Acquisitions Dept., Van Pelt Library, University of Pennsylvania, Philadelphia, PA 2008 - 2009

- Ordered, catalogued, and filed new additions to library collection

**Staff Assistant**, Center for Philadelphia Studies, Philadelphia, PA Fall 2007

- Assisted Strategic Planner in an in-depth investigation of city's policy environment
- Proofread, edited, and summarized task force reports
- Helped prepare index of reports for computer records

## ACTIVITIES

### University of Pennsylvania

President, Penn Singers  
Member, Sphinx Senior Society  
Member, Performing Arts Council  
Member, Undergraduate History Club  
Admission Tour Guide Volunteer, Kite and Key

### Friends School

Member, Mixed Chorus  
Captain, Varsity Basketball  
Player, Varsity Soccer  
Choreographer, Dance Club  
Staff Writer, *Quaker Quill*

Current Address:  
5555 Baltimore Avenue Apt. 5  
Philadelphia, PA 19104  
(215) 555-5555

**Elliott Urban**  
urban@sas.upenn.edu

Permanent Address:  
555 Middle Street  
Willimantic, CT 06226  
(860) 555-5555

- EDUCATION**     **University of Pennsylvania**, College of Arts & Sciences, Philadelphia, PA | May 2010  
Candidate for Bachelor of Arts in Urban Studies  
*Cumulative GPA: 3.8/4.0; Major GPA: 3.9/4.0 (6 courses)*  
Dean's List 2008-2009 Academic Year
- Emory University**, Emory College, Atlanta, GA | August 2006-May 2008  
Cumulative GPA: 3.62/4.0  
Dean's List Spring 2007-Spring 2008  
*Activities:* Director of Personnel at WMRE 530AM, *Emory Wheel* Sports Writer
- Phillips Exeter Academy**, Exeter, NH | June 2006  
Graduated with High Honors
- AWARDS**        **Ford Foundation Research Grant** for "Haddington: A Comprehensive Neighborhood Profile"  
**Millstein Public Service Research Grant** and **College Alumni Research Grant** for  
      "Housing Projects and their Environs: A Case Study of Brooklyn, New York"  
**2005 Southeastern Sociological Symposium Finalist** for "An Ex-urban and Inner City  
      Comparison"
- BUSINESS**     **Project Consultant**, *Fairmount Capital Advisors*, Philadelphia, PA | January 2009-May 2009  
**EXPERIENCE**     Created an advisory plan for a Community Development Corporation working in West Philadelphia.  
      Independently researched the neighborhood and isolated strengths from which to build as well as  
      highlighted concerns that needed attention.
- Philadelphia Director of Promotions**, *Stress Entertainment*, New York, NY | August 2008-May 2009  
      Serviced music stores, radio stations and disc jockeys with promotional materials, and served as  
      communications link between various record labels and the music outlets of Philadelphia.
- Director of Street Promotions**, *Rawkus Entertainment*, New York, NY | March 2009-May 2009  
      Directed New York City, Connecticut, and Philadelphia teams of promotions for new and young  
      record label. Used experience in street promotions to ensure effective publicity and presentation of  
      new artists throughout Northeast.
- URBAN**         **Assistant Operations Manager**, *Fresh Air Fund*, New York, NY | Summer 2008 and 2009  
**EXPERIENCE**     Assisted in overseeing administrative operations and monitored the responsibilities of college  
      interns. Coordinated different departments within the Fund to ensure efficiency and organization.
- Intern**, *New York City Housing Authority*, New York, NY | June 2009-August 2009  
      Prepared comprehensive report on three Brooklyn housing projects and relationship with  
      surroundings for Research and Policy Development. Worked cooperatively with many city agencies  
      and community groups.
- Research Team Leader**, *Atlanta Charter Review Commission*, Atlanta, GA | January 2008-May 2008  
      Interviewed neighborhood leaders and elected officials in Dekalb County section of Atlanta, to  
      determine solutions to problem of dual county governance within city of Atlanta.
- ADDITIONAL**     Worked as cashier, office clerk, warehouse assistant, entrance attendant, promoter, mail clerk, and  
**EXPERIENCE**     computer lab consultant intermittently during past summers as well as throughout the academic year.
- PERSONAL**     Proficient in Spanish  
      Proficient in MS Word, Excel, PowerPoint  
      Interests include reading best-sellers, all genres of music, following sports, and urban exploration

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**EXPERIENCE**

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- REMBRANDT'S RESTAURANT AND BAR**, Philadelphia, PA January 2007- Present  
Serving as waiter in both dining room and cocktail bar in a very team oriented organization  
Acquiring extensive knowledge of wine, liquor and food
- PENNSYLVANIA BUSINESS GROUP**, An Office of Met Life Financial Services July 2006-January 2007  
*Financial Service Representative*  
Licensed in Life, Accident, and Health Insurance, Series 6 & 63  
Proficient in providing comprehensive financial planning for high net-worth individuals  
Engaged in business-continuance and estate planning, implemented and administered 401k and employee benefits, orchestrated and funded deferred compensation, and moved and managed qualified money for privately held companies
- LE MAIRIE COMPIEGNE**, Compiègne, France July 2006  
*Assistant and Consultant*  
Aided Secrétaire General concerning policy and organization of departments within City Hall, including finance and budget maintenance, personnel management, education and tourism  
All work conducted in French Language
- UNIVERSITY OF PENNSYLVANIA SECURITIES INDUSTRY INSTITUTE** Spring Terms 2004-2006  
*Co-Director*  
Designed and orchestrated three tiered week long symposium for over four hundred professionals in the securities industry, including seminars, meals, entertainment and transportation  
Presided over forty five student employees and engineered their duties, schedules and pay scale
- BRASSERIE PERRIER**, Philadelphia, PA June-December 2005  
Held various positions in premier Philadelphia restaurant including server, expeditor, payroll, minor accounting, wine list and inventory, hosting, and reservations, bar-back
- TRESON BUSINESS MANAGEMENT**, Atlantic City, NJ Summers 2002 - 2005  
*General Manager/Assistant Manager*  
Directed operation of the Surf Side Grille with responsibility for inventory control, purchasing, hiring, training, scheduling, management, payroll, budgeting and daily reconciliation

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**EDUCATION**

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- UNIVERSITY OF PENNSYLVANIA**, College of Arts and Sciences, Philadelphia, PA May 2006  
*Bachelor of Arts* Major: Philosophy, Politics, and Economics  
Wharton School coursework included classes in Accounting, Marketing, Law and Economics
- UNIVERSITE DE TECHNOLOGIE DE COMPIEGNE**, Compiègne, France Summer 2006  
Studied French Language, Commerce and Economics GPA: 3.5

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**ATHLETIC ACHIEVEMENTS**

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|--|--|------------|
| <b>Coch of Philadelphia Outrigger Canoe Club</b> | Liberty International, <i>Fourth Place, New York, NY</i> | 2006-2008  |
| <b>USA Dragon Boat Team</b>                      | World Championships, <i>Nottingham / Philadelphia</i>    | 2007, 2008 |
| <b>Coch for Lehigh University Rowing</b>         | Patriot League Team Champions, <i>Bethlehem, PA</i>      | 2006-2007  |
| <b>Varsity Heavyweight Rowing</b>                | University of Pennsylvania                               | 2002-2006  |
| <b>Henley Royal Regatta</b>                      | Semi-Finalist, <i>Henley, England</i>                    | 2001       |
| <b>US Junior National Rowing Team</b>            | World Championships, <i>Poznan, Poland</i>               | 2000       |

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**ACTIVITIES AND SKILLS**

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- Alumni Board of Directors, Fraternity of Delta Psi, Saint Anthony Hall** 2006-Present  
Director of Management and Operations for Undergraduate facilities  
Building Committee - funded and developed a 1.2 million dollar rejuvenation of our 100 yr. old Hall  
Undergraduate Hall Steward 2001 - 2004
- Winning Choices Program, Counselor** 2000 - 2002  
Elected for collaborative drug and alcohol program; Designed and executed counseling sessions
- Computer Skills**  
Proficient in Microsoft Excel, Word, Lotus Notes, ACT, Power Point, and Internet applications

# Jane Campaign

**Current Address:** 500 S. 12<sup>th</sup> St., Apt 5D | Philadelphia, PA 19999  
**Permanent Address:** 12 Cottage Rd | Kendall Park, NJ 08888

student@sas.upenn.edu  
(732) 333-3333

## Education

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA, *May 2010*

- Candidate for Bachelor of Arts in English
- **Minors:** International Relations, Economics
- **Relevant Coursework:** Intro to Marketing, Media & Society

## Marketing & Related Experience

DELTA DELTA DELTA, *Fall 2009*

### Recruitment Chair

- Manage recruitment strategy for sorority including designing marketing campaign to prospective pledges
- Design themes for recruitment events that best reflected sorority's brand

L'OREAL USA- MARKETING, *May – Aug 2009*

### Brand Management Intern

- Developed and presented Hispanic hair color market analysis & recommendations to Garnier hair color team, HR, and upper management of Maybelline-Garnier division

GOOGLE, INC- INSIDE SALES ORG- ADWORDS, *June – Aug 2008*

### Advertising Sales Intern

- Gained direct sales experience through extensive training and client interaction
- Planned two sector-specific web-seminars: prospected list of potential customers
- Built initial company relationship with each client
- Created and edited presentation/sales pitch to be given during webinars, and provided live-customer support during webinars

PFIZER, INC- EUCAN - PARTNERSHIPS & ACCESS, *June - Aug 2007*

### Global Marketing Intern

- Conducted comprehensive market research and analysis of most recent data on health care systems and markets of 12 EU nations & Canada
- Analyzed 4-Year Strategic Marketing Plans for all EuCAN countries within Pfizer
- Summarized each region's plans and recommendations for change within the areas of Access & Partnerships, Marketing & Operating Environment, Strategic Initiatives, Challenges & Opportunities
- Compiled and summarized media coverage and negative media portrayal of pharmaceutical industry from all EuCAN countries

## Leadership & Activities

SPHINX SENIOR HONOR SOCIETY, *Fall 2009*

### Executive Board

ORACLE SENIOR HONOR SOCIETY, *Fall 2009*

### Elected Member

SOUTH ASIA STUDIES, *Fall 2009 – Spring 2009*

### Academic Advisory Board

DZINE2SHOW- PENN'S FASHION DESIGN SOCIETY, *Spring 2008*

### Show Choreographer

## Additional Information

- **Foreign Languages:** Fluent in Hindi (reading, writing and speaking), Proficient in Spanish (reading, writing, speaking)
- **Published Article:** WorldWIT's 'Wise Women Speak' Featured Columnist 09/2004, "The Life Lessons of a 19 Year Old"
- **Computer Skills:** Proficient in Photoshop, Illustrator, Access, Word, Excel, Powerpoint

# JOSEPH D. STUDENT

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*School:* Box 555, 5555 Chestnut Street, Philadelphia, PA 19104  
*Home:* 555 Freedom Parkway, Providence, RI 02906  
*E-mail:* student@sas.upenn.edu

(215) 555-5555  
(401) 555-5555

## JOB OBJECTIVE

Journalism internship with daily paper

## EDUCATION

**University of Pennsylvania**, Philadelphia, PA  
Candidate for Bachelor of Arts  
Intended Major: English

GPA: 3.32/4.0

May 2012

**Moses Brown School**, Providence, RI

June 2008

**Phillips Exeter Academy**, Exeter, NH  
Selected to participate in advanced studies program

Summer 2007

## JOURNALISM EXPERIENCE

***The Daily Pennsylvanian***, University of Pennsylvania  
*General Reporter, Feature Department*

Fall 2008 - present

- Write one to two articles per week for nationally recognized college paper with circulation of approximately 15,000

***The Quaker***, Moses Brown School  
*Sports Editor*

2006 - 2008

- RI Scholastic Journalism Contest 1st Place Winner, 2002, 2003
- Columbia Journalism Contest Superior Rating, 2003, 2004
- Reached "Medalist" Point Level 1, 2004

***The Summer Times***, Phillips Exeter Academy

Summer 2007

- Wrote cover article for four of six issues
- Wrote one of three editorials chosen from 45 submissions to be included in special issue

## ADDITIONAL EXPERIENCE

**The C. J. Fox Company**, Providence, RI

Seasonal 2004 - 2008

- Worked in maintenance, production and shipping
- Answered phones, performed clerical duties, and entered inventory into computer system

**Jackson '04 Campaign**, Providence, RI

2007 - 2008

*Intern, US Senate candidate*

- Performed advance work, assisted with polls, conducted issue research, and helped with clerical work

**Brown University Bookstore**, Providence, RI

2006 - 2008

*Cashier*

## AWARDS

- Rhode Island Scholastic Journalism Contest, In-Depth Writing Category, 3rd Place (2008)
- Resnick Scholar, Hebrew High School Academic Award (2008)
- Scholarship Award, The National League of Masonic Clubs (2008)

## ACTIVITIES & INTERESTS

- Boxing Club and Tau Epsilon Phi Fraternity
- Enjoy athletics, politics and travel.

# LEE BIO

bio@alumni.upenn.edu | 5555 Hamilton Ave. | Philadelphia, PA 19104 | (988) 555-5555

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## EDUCATION

### University of Pennsylvania

*College of Liberal and Professional Studies, Post-Baccalaureate Special Science*

Philadelphia, PA  
Summer 2009-Present

- Coursework: Cellular Biology/Biochemistry, Biological Basis of Psychiatric Disorders (current)

*College of Arts and Sciences*

May 2008

- Bachelor of Arts in Biological Basis of Behavior
  - Cumulative GPA: 3.2/4.0
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## SKILLS

- **Laboratory:** Primer Design, PCR, Restriction Enzyme Digestion, Agarose Gel Electrophoresis, ELISA, ELISPOT, Lymphoproliferation Assay, Flow Cytometry, Intramuscular Immunizations, Retro-Orbital Bleeds, Tissue Harvest
  - **Computer:** Microsoft Office (Word, Excel, PowerPoint, Access); Peoplesoft; Internet proficiency; talent for organizing spreadsheet data; skilled at organizing large amounts of data for presentations and group meetings
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## RESEARCH EXPERIENCE

### Research Laboratory Technician

*Department of Pathology, University of Pennsylvania School of Medicine*

Philadelphia, PA  
Fall 2006- Spring 2008

- Assisted in DNA vaccine research against infectious diseases such as HIV and West Nile Virus
- Worked in team setting and trained new employees and undergraduate students
- Designed DNA vaccine adjuvant currently in Phase I human clinical trials with National Institute of Health
- Awarded 2<sup>nd</sup> place in field of Vaccines at UPENN Center for AIDS Research 8<sup>th</sup> Annual Retreat

### Laboratory Assistant

*Department of Otorhinolaryngology, University of Pennsylvania School of Medicine*

Philadelphia, PA  
Spring – Fall 2006

- Performed image capturing of Purkinje neurons in postmortem tissue of Alzheimer patients
- Participated in animal research section of laboratory by assisting in immunizations and tissue harvest
- Organized and filtered large amount of data generated from experiments for publication

### Clinical Research Assistant

*Violence Intervention Project, Children's Hospital of Philadelphia*

Philadelphia, PA  
Summer 2005

- Assisted in health surveillance program that refers violently injured youth to appropriate community organizations
  - Conducted follow-up interviews with patients from 3 major Philadelphia hospitals
  - Created and organized precise database using MS Excel and Access
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## OTHER EXPERIENCE

### Hospital Volunteer

*Children's Hospital of Philadelphia*

Philadelphia, PA  
Summer 2008 - Present

- Interact with patients in their rooms at bedside and at activity center
- Provide sensitivity and positive reinforcement to hospitalized children and families

### Mentoring Program Coordinator

*Inner-City Missions*

Kensington, PA  
2004-2006

- Coordinated weekly tutoring and mentoring program
- Developed activities incorporating multiple learning styles
- Compiled statistics and integrated computer data for reports evaluating program's success

### House Manager (Community Service/ Public Relations/ Recreation)

*King's Court English College House, University of Pennsylvania*

Philadelphia, PA  
2003-2006

- Assisted House Board in planning events for 350 residents
  - Established relations with neighboring businesses and found sponsors for house events
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## PERSONAL

- Traveled to Guinea, West Africa for Summer Missions Exposure—provided basic medical assistance
- Active member of Journey Christian Fellowship and volunteer with Amigos de las Americas
- Have worked as Kaplan SAT teacher

# Monroe Polisci

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polisci@sas.upenn.edu

**School Address:** Box 55 Sansom Place East • 5555 Chestnut St • Philadelphia, PA 19104 • (215) 555-5555

**Permanent Address:** 555 Flower Blvd. • Amelia Island, FL 32034 • (204) 555-5555

## EDUCATION

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**University of Pennsylvania**, Philadelphia, PA May 2011  
Candidate for Bachelor of Arts in Political Science, concentration in International Relations; French minor  
Cumulative GPA: 3.72/4.00; Dean's List 2007-08, 2008-09

### *Study Abroad*

**King's College London**, University of London, England Fall 2009

**Université François-Rabelais**, Tours, France (courses taught entirely in French) Summer 2008

**International School of Kenya**, Nairobi, Kenya June 2007

*Honors and Activities:* Salutatorian; National Honor Society; Senior Class Treasurer; Varsity Basketball, Soccer and Volleyball

## SERVICE AND VOLUNTEER EXPERIENCE

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**University of Pennsylvania Veterinary Hospital**, *Emergency Services Volunteer* Fall 2008- Spring 2009  
Monitor and restock veterinary supplies, clean cages and workspaces, dispose of deceased animals, assist veterinarians with animal restraint

**Pennvelopes**, Philadelphia, PA Spring 2008 - present  
Exchange letters with disadvantaged elementary school pen pals in West Philadelphia

**ALLIES**, Philadelphia, PA Fall 2007 - present  
Provide education and raise awareness about issues concerning the Lesbian Gay Bisexual Transgender (LGBT) and Allied communities

**Bubel/Aiken Foundation** December 2008  
Recruited volunteers and coordinated a day of gift-wrapping as part of the Foundation's Wrapping for Inclusion project, nationwide holiday fundraiser to benefit children with disabilities

**Empty the Shelters, Fill the Homes**, *Webmaster (Fall '07-Spring '08)* Philadelphia, PA Fall 2007- Fall 2008  
Created and distributed informational flyers on poverty and homelessness, planned educational events and fundraisers on campus, participated in protests coordinated with the Kensington Welfare Rights Union  
Opened University account for group, updated website, wrote content and created additional webpages

**Good Schools Pennsylvania**, Philadelphia, PA Fall 2007- Spring 2008  
Learned about and advocated for greater equity, accountability and quality in public education in Pennsylvania

## EMPLOYMENT

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**Café Prima**, *Barista*, Philadelphia, PA Fall 2008- Spring 2009  
Prepared a variety of hot and cold beverages, sold snack foods and rented videos

**Amelia Island Plantation**, *Room Service*, Amelia Island, FL Summer 2008  
Took orders, assembled trays and delivered meals to guests and property owners at a AAA-Four Diamond hotel and resort

## ADDITIONAL INFORMATION

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**Language Skills:** Fluent in French

**Computer Skills:** Proficient in Microsoft Office, Adobe Photoshop, Macromedia Dreamweaver. Basic HTML programming knowledge

**Experience Abroad:** Lived in Africa for 14 years where father was posted while working for USAID — grew up in Burkina Faso, Madagascar and Kenya

# NALA ENTERTAINMENT

Summer Address: 555-55 Francis, Jamaica, NY 11432 (917) 555-5555 entertainment@sas.upenn.edu  
Permanent: 55 Poppy Lane, Clarkston, GA 30002 (404) 555-5555 entertainment@hotmail.com

## MEDIA EXPERIENCE

TV LAND/NICK AT NIGHT, New York, New York

*MTVN Summer Associate Program - Production and Development Associate - Summer 2009*

- Formulated departmental competitive report on shows, news, and trends that correlate and/or compete with network
- Filled in for Assistant to VP of Production and Development - keeping phone log, sending and receiving packages with Airborne Express, faxing, and answering phone lines
- Observed and participating in departmental, staff, and pitch meetings
- Assisted in compiling, screening, and selecting footage for hotmixes and independent producers

MIRAMAX FILMS, New York, New York

*Development Intern - Summer 2008*

- Compiled database of writers and directors in developing projects
- Tracked NY theatre festivals, productions, and playwrights for Creative Executives in daily reports
- Filled in for Assistant to SVP of Production and Development - updated travel arrangements, checked expense reports, updated calendars, answered several phone lines, kept phone sheet, arranged and confirmed meetings
- Researched literary material and provided script coverage for Creative Executives

NICKELODEON, New York, New York

*On-Air Promotions Intern - Summer 2008*

- Assisted in edit sessions for "Teen Nick Spins the Bottle" and "Nick Video Picks"
- Purchased props and assisted on set at "V-Pick Live," Nick Jr. promotional pilots, and promotional shoots
- Compiled, screened, and prepped promotional footage for producers

LEE DANIELS ENTERTAINMENT, New York, New York

*Freelance Script Reader - Spring 2008*

- Composed script coverage and evaluated acquired scripts for changes and rewrites
- Attended weekly development meetings and recommended writers and scripts for development

MINI MACE PRO PICTURES, Philadelphia, Pennsylvania

*Production Intern - Fall 2007*

- Screened footage, dubbed tapes, and assisted in editing promotional videos
- Conducted web research and assisted with converting web images to film

THE NEW TNN/ SPIKE TV, New York, New York

*Development Intern - Summer 2007*

- Pitched bible for original animated series to VP of TNN Development
- Filled in for Assistant to VP of TNN Development and Nickelodeon Development
- Sent on behalf of network to cover Urbanworld Film Festival and Asian American International Film Festival
- Scouted On-Air talent at productions like interactive play: *Birdy's Bachelorette Party*
- Provided coverage for various pilot scripts, treatments, and VHS entries
- Assisted on shoots and edit sessions for in-house presentations and pilots

## EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, Pennsylvania

Bachelor of Arts in English with Drama Concentration, *summa cum laude*, GPA 3.8/4.0, May 2009

*Minors:* Women Studies

Comparative Literature and Theory

*Honors:* Dean's List

Benjamin Franklin Honors Program Scholar

*Activities:* Minorities in Media Club

Hollywood Club Board

Honors Program Peer Advisor

Onyx Senior Honor Society

## ADDITIONAL INFORMATION

- Proficient in Microsoft Office applications for both Mac and PC and familiar with Final Draft
- Former guest columnist in *The Atlanta Journal-Constitution*
- Named Horizons New South Festival Young Playwright 2005 & 2006

# SAMUEL SMITH

**School Address:** Box 5, 5555 Spruce Street, Philadelphia, PA 19109

**Permanent Address:** German Road, Memphis, TN 38112

Phone: 215-555-5555

Email: SSmith@sas.upenn.edu

## OBJECTIVE

Financial Analyst in an investment banking firm

## EDUCATION

**University of Pennsylvania**, Philadelphia, PA

*Candidate for Bachelor of Arts in History, College of Arts and Sciences* May 2009

- Relevant Courses: Microeconomics, Macroeconomics

*Candidate for Bachelor of Science in Economics, Concentration in Finance, Wharton School* May 2009

- Relevant Courses: Accounting, Finance, Marketing

## BUSINESS EXPERIENCE

**Goldman, Sachs & Co.**, New York, NY

*Summer Analyst, Corporate Sales/Fixed Income Administration* Summer 2008

- Assisted in management and implementation of Fixed Income Year-End Review Process
- Performed gross credit analysis for structured corporate deals
- Updated account lists for mortgage dealer desk and corporate dealer desk
- Designed database of contacts for each department in Fixed Income Division

*Summer Intern, Fixed Income Administration* Summers 2006 and 2007

- Assisted in designing and implementing Fixed Income Year End Review Process
- Performed per capita analysis for proposed budget
- Completed administrative duties such as answering phones and filing

**Liberty Storage**, Philadelphia, PA

March 2007 - October 2007

*Co-Manager/ Mover*

- Assisted in start-up and management of student-run storage company
- Marketed company throughout campus

## LEADERSHIP EXPERIENCE

**University of Pennsylvania**, Philadelphia, PA

*Resident Advisor* Fall 2007 - Present

- Assisted 15 first-year students with adjusting to college life
- Enforced University regulations and made referrals to University resources

*Philanthropy Chair, Sigma Alpha Mu Fraternity* Fall 2006 - Spring 2007

- Organized various fundraisers for charitable organizations, raising over \$22,000

*Mentor, PennPals* Fall 2006 - Spring 2007

- Met weekly with inner-city elementary school child

## SKILLS

- **Computer:** Word, Access, Excel, HTML, Stata
- **Languages:** Proficient in Spanish
- Strong **quantitative** and **writing** skills developed through History and Finance coursework

**Current Address:**  
500 W Avenue Q, Apt 5D  
New York, NY 10019  
(732) 333-3333

# Jane Campaign

student@sas.upenn.edu

**Permanent Address:**  
12 Cottage Rd  
Kendall Park, NJ 08888

## EDUCATION

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

*May 2010*

- Bachelor of Arts in English
- **Minors (3):** International Relations, Economics, South Asia Studies
- **Relevant Coursework:** Intro to Marketing, Media & Society

## MARKETING & RELATED EXPERIENCE

DELTA DELTA DELTA

**Recruitment Chair**

*Fall 2009*

- Managed recruitment strategy for sorority including designing marketing campaign to perspective pledges
- Designed themes for recruitment events that best reflected sorority's brand

L'OREAL USA- MARKETING

**Brand Management Intern**

*May - Aug 2009*

- Developed and presented Hispanic hair color market analysis & recommendations to Garnier hair color team, HR, and Upper Management of Maybelline-Garnier division

GOOGLE, INC- INSIDE SALES ORG- ADWORDS

**Advertising Sales Intern**

*June - Aug, 2008*

- Gained direct sales experience through extensive training and client interaction
- Planned two sector-specific web-seminars: prospected list of potential customers, built initial company relationship with each client, created and edited presentation/sales pitch to be given during webinars, and acted as live-customer support during webinars

PFIZER, INC- EUCAN - PARTNERSHIPS & ACCESS

**Global Marketing Intern**

*June - Aug, 2007*

- Conducted comprehensive market research and analysis of most recent data on health care systems and markets of 12 EU nations & Canada
- Analysis of 4-Year Strategic Marketing Plans for all EuCAN countries within Pfizer; Summary of each region's plans and recommendations for change within the areas of Access & Partnerships, Marketing & Operating Environment, Strategic Initiatives, Challenges & Opportunities
- Summary and compilation of media coverage and negative media portrayal of pharmaceutical industry from all EuCAN countries

## LEADERSHIP & ACTIVITIES

- **Sphinx Senior Honor Society** - Executive Board
- **Oracle Senior Honor Society** - Elected Member
- **UPenn Bhangra Competition Dance Team**- Co-founder Team Captain & Head Choreographer
- **South Asia Studies** - Academic Advisory Board
- **Dzine2Show- Penn's Fashion Design Society** – Show Choreographer, Emcee, Backstage Manager, Head of Tech/Sound

## PERSONAL

- **Foreign Languages:** Fluent in Hindi (reading, writing and speaking), Proficient in Spanish (reading, writing, speaking)
- **Fashion Design-** Courses taken at Fashion Institute of Tech. in Summer 2001; Costume Designs for UPenn Bhangra Team '04-05 & Dhamaka Dance Troupe '05; Costume Designer for Dances- 11<sup>th</sup> – 12<sup>th</sup>; Designed (for self & friends) several Ethnic Outfits, Prom Dress, etc.
- **Published Article:** WorldWIT's 'Wise Women Speak' Featured Columnist 09/2004, "The Life Lessons of a 19 Year Old"