

## EDUCATION

### State University of New York at Fredonia

Bachelor of Arts, expected May 20XX

Major: Political Science, Minor: Legal Studies

### Jamestown Community College, Jamestown NY

Major: Business Administration

## HONORS AND AWARDS

**Tau Sigma National Honor Society**, Transfer Student Honor Society, March 20XX - Present

**Pi Sigma Alpha**, Political Science Honor Society, March 20XX - Present

**Dean's List at SUNY Fredonia**, GPA 3.3, Spring 20XX - Fall 20XX

**Dean's List at Jamestown Community College**, GPA 3.5, Fall 20XX - Fall 20XX

**New York State Ms. Future Business Leader**, *Most Accomplished Female Member*, April 20XX- April 20XX

## PROFESSIONAL EXPERIENCE

### Executive Intern, January 20XX – May 20XX

The Chautauqua County Child Advocacy Program, Jamestown, NY

- Developed relationships with clients and maintained confidentiality
- Collaborated with multi-disciplinary team members: District Attorney's Office, New York State Police, Chautauqua County Sheriff Department, and Chautauqua County Social Services
- Allocated donations for the annual Diamond Dinner fundraising event
- Performed general office support, correspondence, and research

### Legal Intern, Honorable (Hon.) Joseph Gerace Sr., May 20XX – May 20XX

New York State Supreme Court, Jamestown, NY

- Reviewed petitions filed by commercial, industrial and residential taxpayers seeking a reduction in their real property assessments
- Engaged in fiscal and legal analysis of professional appraisals of real property involved in tax certiorari proceedings
- Provided evaluation of comparative properties identified by the parties as evidence in the appraisals, and submission to the Hon. Joseph Gerace Sr. for his consideration
- Prepared materials, packaged handouts for attendees, and assisted in recording attendance for Continuing Legal Education credit courses

### Legal Intern, September 20XX – May 20XX

Law Office of Steven Wickmark, Cassadaga, NY

- Performed general office support, correspondence, and legal research

### Administrative Intern, September 20XX – May 20XX

The Red House, Cassadaga, NY

- Maintained the website, and performed customer service, reception, and other administrative functions

### Administrator Assistant, September 20XX – May 20XX

The People's Law School, Chautauqua County, NY

- Facilitated presentations at the distance learning sites used by the People's Law School seminars
- Coordinated community presenters and administrative oversight

### New York State Treasurer, April 20XX – April 20XX

New York State Future Business Leaders of America

- Worked with Executive Treasurer to establish and balance budget, and managed grant and donation distribution
- Maintained records of monthly financial activities and approved requests for monetary reimbursements from other State Officers
- Developed new chapters, recruited student and professional members in Allegany, Chautauqua, and Cattaraugus Counties and raised capital for the March of Dimes

# John Doe

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## EDUCATION

### STATE UNIVERSITY OF NEW YORK AT FREDONIA

**Bachelor of Arts, English Literature**, December 20XX

- GPA 3.9
- Summa cum Laude Honors Graduate
- Dean's List, every semester

## EMPLOYMENT

### PRODUCTION FLOOR COORDINATOR, November 20XX – Present

**The Eastco Group**, Orchard Park, NY

- Create weekly production planning schedule
- Assign tasks to production personnel
- Manage all inventory for production team – digital media duplication systems, shipping materials, specialty packaging, warehouse supplies and equipment
- Supervise and conduct all production floor tasks, including warehousing and fulfillment, product assembly, digital duplication and employee training

### PAGE OUTPUT OPERATOR, November 20XX – November 20XX

**Local Edge**, Buffalo, NY

- Managed the daily workflow and processing of all incoming advertisement orders, both print and digital
- Examined all customer proofs for accuracy in layout and print quality
- Edited ad content where required to meet directory specifications
- Updated database of secure customer files for 87 phone book directories

### LOAN OFFICER, June 20XX – November 20XX

**Triumph Funding**, Williamsville, NY

- Contacted potential clients daily regarding prospects for home loan refinance and investment properties in a call center environment
- Managed all aspects of real estate financial transactions, matching clients needs and resources with appropriate financial plans through a variety of lenders
- Reviewed financial details and secured funds through various lenders and third parties, from initial appraisal to final close

### SOUND ENGINEER / REMOTE RECORDIST, October 20XX – May 20XX

**Mark Custom Recording Service**, Clarence, NY

- Served as chief recording engineer for numerous national and international ensembles at festivals hosted throughout the country
- Worked extensively in music recording and CD production as a studio engineer
- Edited and proofread art department text and promotional projects
- Supervised employee training in all areas of audio equipment operation

### ART DEPARTMENT COORDINATOR, August 20XX – September 20XX

**Eastern Standard Productions**, Amherst, NY

- Prepared graphics materials for CD artwork replication
- Assisted graphic designers by managing workflow, providing quality control, and contacting clients daily
- Edited and proofread all art-related text to ensure accuracy

REFERENCES AVAILABLE UPON REQUEST

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