

Sample Resumes

Related and Unrelated Experience General Business

ELIZABETH J. SIMPSON

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CAMPUS ADDRESS

320 College Avenue
Ithaca, NY 14850
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PERMANENT ADDRESS

143 Oak Street
Middletown, NY 12544
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EDUCATION

Cornell University, Ithaca, NY
Bachelor of Science, May 2009
Applied Economics and Management Major
Business Management and Marketing Concentration
GPA: 3.32

University of London, London, England
2007-2008 Junior Year Abroad, Economics Courses

HONORS/ AWARDS

Dean's List • Cornell Tradition Fellowship • Eastman-Rice Persuasive Speaking
Competition, Second Place • Service Merchandise Business Scholarship

WORK EXPERIENCE

Management Assistant Summers 2007, 2008
Pine Bush Eye Associates, Pine Bush, NY
Implemented computerized accounting and recall systems for optometric practice,
increasing accounts receivable by \$9,000 and appointment recall by 30%. Authored
computer and specialty software user's manual. Trained and supervised staff in computer
usage. Suggested troubleshooting methods, saving practice 10 staff-hours and \$100 in
materials monthly. Calculated insurance co-payment schedules.

International Market Research Assistant January-June 2008
Fuglers Advertising & Marketing, London, England
Conducted online and telephone research to identify new international business prospects.
Identified 15 German-based companies that could save 35% in advertising costs by
dealing with Fuglers. Created prospective client database for company to target.

ADDITIONAL EXPERIENCE

Teaching Assistant, Business & Professional Speaking Spring 2009
Department of Communication, Cornell University, Ithaca, NY
Researched business-related topics and lectured to class of 100+ students. Demonstrated
persuasive business communication. Evaluated student speeches; provided constructive
criticism. Assisted in writing examinations. Graded outlines, self-evaluations, papers, and
examinations.

Demographics Intern September-December 2008
TGE Demographics, Ithaca, NY
Designed and presented demographic mapping software demonstrations for New York
State Geographic Information Systems (GIS) Conference. Researched customer income
and spending, identifying high-growth markets for clients. Used commercial data to
construct competition profiles.

COMPUTER SKILLS

Access • Excel • Microsoft Word • FileMaker Pro • Adobe InDesign • LexisNexis •
SAS • Bloomberg

ACTIVITIES

Senior/Junior Women Alumnae Dinner Program, Steering Committee • Cornell Ambassadors •
Business Skills Development Society • Freshman Orientation Counselor • Delta Delta
Delta Sorority • University of London Debating Team • Extensive travel in Eastern and
Western Europe, South Pacific, and Far East