

# Sample Resumes

## Related and Unrelated Experience General Business

### ELIZABETH J. SIMPSON

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#### CAMPUS ADDRESS

320 College Avenue  
Ithaca, NY 14850  
(607) 277-4529

#### PERMANENT ADDRESS

143 Oak Street  
Middletown, NY 12544  
(845) 621-1418

#### EDUCATION

**Cornell University**, Ithaca, NY  
Bachelor of Science, May 2008  
Applied Economics and Management Major  
Business Management and Marketing Concentration  
GPA: 3.32

**University of London**, London, England  
2006-2007 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 2006, 2007  
*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 2007  
*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 2008  
*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 2007  
*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 statistics package • 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