

Lucy M. Olson

CURRENT ADDRESS

700 Terrace Heights #199
Winona, MN 55987
(507) 695-9852
lmolson@smumn.edu

PERMANENT ADDRESS

136 29th St SW
Austin, MN 55912
(507) 436-6722

OBJECTIVE

To obtain a challenging entry level internship in the marketing field.

EDUCATION

Saint Mary's University, Winona, MN
Bachelor of Arts
Major: Marketing
Current GPA: 3.xx/4.00 Major GPA: 3.xx/4.00

Anticipated Graduation May 2011

SUPERVISORY EXPERIENCE

McDonald's Restaurant, Austin, MN
Crew Supervisor

December 2004 – Present

- Assist in the assignment of specific positions and train new and current employees
- Responsible for providing excellent customer service and hospitality
- Assume managerial role as necessary
- Work through college during summers and semester breaks

OTHER EXPERIENCE

Saint Mary's University Toner Center, Winona, MN
Confencing and Camps/Switchboard/Information Center

Summer 2008

- Managed a 24/7 information center; answered and transferred phone calls throughout campus; monitored campus door and fire alarms; signed for and recorded packages and various shipments; notified recipients of deliveries
- Facilitated in summer event planning/catering, including children's sports camps, formal dinners, and weddings
- Accommodated summer guests throughout stay; recorded and filed registration and check-out times, and assisted in room preparations

Saint Mary's University, Winona, MN
Concessions Operator

September 2007 – February 2008

- Managed concession stand for intercollegiate sporting events
- Monitored inventory regularly and contacted management as needed
- Balanced cash register at the end of each shift

VOLUNTEER EXPERIENCE

Serving others United in Love (S.O.U.L) Trip, Cranks Creek, Kentucky
Saint Mary's University Campus Ministry

February 2009

- Participated in various projects including repairing and building houses
- Worked with support agencies in the county to assist those people in need in the Appalachian region

Pacelli High School "Economics Food Shelf", Austin, MN

2006-2007

- Created and managed food shelf to benefit the current and future students of Pacelli High School
- \$1,000.00 end of the year profit donated to school Journalism and Drama clubs

HONORS AND ACTIVITIES

Saint Mary's University Presidential Scholarship
Hormel Foods, Inc. Scholarship
Member, Saint Mary's University Fastpitch Softball Team, 2007-2008
Member, Public Relations/Business Club
Member, Business Professionals of America (BPA)
Tutor, Finite Mathematics

REFERENCES

References are available upon request

Alex D. Owen

700 Terrace Heights • Winona, MN 55987 • (507) 325-0879 • aowen@smumn.edu
100 Hawkeye Rd S • Monticello, MN 55362 • (712) 2695-3205

EDUCATION

Saint Mary's University of Minnesota, Winona, MN

Major: Criminal Justice
Cumulative GPA 3.5/4.0

Graduation Date: May 2009
Major GPA: 3.6/4.0

Relevant coursework: Introduction to Criminal Justice, Crime and Delinquency, Law Enforcement Professionalism, Police Process, Correctional Process, MN Criminal Law, Advanced SPSS, General Psychology, Abnormal Psychology, Drugs in American Society

INTERNSHIP

Sheriff's Department Internship

Summer 2008

Kandiyohi County Sheriff's Department, Willmar, MN

- Patrolled with Deputies and observed calls, assisting when possible
- Learned how a Sheriff's Department functions on a daily basis
- Obtained 350 hours of experience over the summer

WORK EXPERIENCE

Grounds Crew

Summers 2006 and 2007

Monticello Country Club, Monticello, MN

- Assisted in maintaining golf course
- Operated maintenance machinery daily
- Helped fix maintenance equipment

Distributor

Summer 2006

Dahlheimer's Distributing Co., Monticello, MN

- Assisted in loading and unloading deliveries

LEADERSHIP EXPERIENCE

U-16 Boys Soccer Coach

Summer 2007

Monticello River Eagles Youth Soccer Club

- Responsible for organizing and running practices for U-16 boys team
- Communicated with parents about practices and events
- Utilized leadership skills and playing knowledge to help team reach 2006 State Tournament

Men's Summer Soccer Team Coordinator

Summer 2006

Monticello, MN

- Coordinated schedule for men's soccer league
- Organized games at various locations with other coordinators
- Helped maintain the soccer fields

Middle School Lacrosse Coach

Summer 2005

Monticello Middle School, Monticello, MN

- Responsible for organizing and running practices for the boys' middle school team
- Communicated with parents about practices and games
- Organized games with other coaches

HONORS

Saint Mary's University Dean's List

Spring 2008, Fall 2007

Hannah Smith

1234 Smith Place, #42 Lewiston, MN 02115

(507) 555-6543 E-Mail: smith.h@yahoo.com

EDUCATION

Saint Mary's University

Candidate for Bachelor of Arts Degree in Business

Concentration: Marketing

Major GPA: 3.6/4.0

Awards and Activities: Dean's List, University Honors Program, Vice-President for Saint Mary's University PR/Business Club, Chamber Singers

Winona, MN

May 2010

EXPERIENCE

Applebee's Restaurant

Waitress

- Advise customers on menu selections based upon their likes and dislikes.
- Resolve all issues in designated section including opening and closings, table setup, and assured food storage at appropriate temperatures.
- Utilize suggestive selling for specialty alcohol and food promotions.
- Process cash and credit transactions, calculating customer receipts to analyze percent allocation to restaurant, hostesses, and bartenders.

Rochester, MN

January 2006 – Present

Gap Incorporated

Sales Associate

- Worked on selling floor as a part of sales team to meet daily sales goal.
- Consistently increased customer sales through add-ons.
- Directed customer complaints to appropriate department for satisfactory resolution.

Rochester, MN

May 2004 – August 2005

M & M Dairy Bar

Cook/Cashier

- Served as first contact for Dairy Bar customers.
- Took accurate reservations, coordinated seating assignments, and operated cash register.
- Cooked and prepared food orders according to customer preference.

Lewiston, MN

June 2003 – September 2004

VOLUNTEER EXPERIENCE

Junior Achievement Academy

Volunteer Mentor

- Taught high school students business and leadership skills.
- Recognized at Financial Executives International annual banquet for participating with the program.

Rochester, MN

January – April 2005

SKILLS/INTERESTS

Computer Skills: Knowledge in Windows 95/98/ME, MS Word, MS PowerPoint

Language Skills: Conversational French, beginning Spanish

Interests: Traveling, volleyball, piano, photography

References Furnished Upon Request

Steven A. Johnson

CURRENT ADDRESS

263 Orrin St. Apt. B
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(815)-245-5159 - Cell
sajohnson@smumn.edu

PERMANENT ADDRESS

708 Suzanne Ct.
Spring Grove, IL 60081
(815)-675-0929

OBJECTIVE To obtain a challenging position with hands on experience in a Public Relations field.

PROFILE Very efficient and organized worker
Excellent communicator with great interpersonal skills
Dedicated to completing tasks at hand
Member of the Public Relations/Business club at Saint Mary's University

EDUCATION Saint Mary's University of Minnesota, Winona MN Anticipated Graduation May 2009
Bachelor of Arts Degree
Major: **Public Relations** Minor: **Business**

WORK EXPERIENCE **Martam Construction Inc.**, Elgin, IL Summer 2007
Administrative Assistant

- Responsible for time card management and worked with spreadsheets in relation to project management
- Typed business letters to other companies informing them on project status
- Assisted with road construction projects as needed
- Performed miscellaneous administrative duties and office work as required

Mr. and Mrs. Spyra, Spring Grove, IL Summers 2001 – 2006
Nanny

- Responsible of caring for four children ages 9 months to 10 years of age
- Disciplined and guided the children by showing them ethical values
- Responsible for planning activities for the children, cleaning the house and grocery shopping
- Communicated with parents on a daily basis

Saint Mary's University of MN, Winona, MN August 2006 – December 2008
Mail Room Clerk

- Communicated with students, faculty and staff regarding packages that need to be picked up
- Organized all mail and packages that were received by the University mail room
- Efficiently distributed mail to appropriate mail boxes for students, faculty and staff

VOLUNTEER EXPERIENCE

Winona Community Center, Winona, MN Fall 2005
Worked with under-privileged children

St. Joseph Church, Richmond, IL 2002-2006
Assisted the community in fun raisers, rummage sale and many other events, volunteered at soup kitchens, assisted and helped Religion Education classes and was Youth Group Leader

Richmond Burton Baseball Association, Richmond, IL Summers 2002- 2004
Assisted in coaching younger girls softball

COMPUTER SKILLS

Experienced with Microsoft Word, Microsoft Excel and Microsoft Power Point, WPM: 50-55

REFERENCES Available upon request

Janice M. Hill

Current Address

700 Terrace Heights #1357
Winona, MN 55987
(507) 457-7897
jmhill@smumn.edu

Permanent Address

910 Treeline Road
Meadowlands, MN 55765
(981) 425-2222

OBJECTIVE

To secure an internship that combines journalism and athletics.

QUALIFICATIONS

Excellent writing and reporting skills
Dedication and focus to given tasks
Personal initiative and interpersonal skills

EDUCATION

Bachelor of Arts, Saint Mary's University of Minnesota, Winona, MN Anticipated Graduation May 2008
Major: Public Relations GPA 3.4/4.0

WORK EXPERIENCE

Technician Assistant, Saint Mary's University of Minnesota, Winona MN August 2005-Present

- Communicate with university faculty, staff and students regarding technical issues
- Help troubleshoot and resolve computer problems
- Assist in reconfiguring/rebooting computers

Maintenance Crew, Saint Mary's University of Minnesota, Winona MN Summer 2006

- Set up and tear down of tables and chairs for various occasions on campus
- Performed custodial duties and responsibilities as assigned

Cabin Counselor, Catholic Youth Camp, McGregor MN Summer 2004

- Supervised up to 16 youth for six days at a time
- Developed and maintained individual and group trust with other staff members
- Provided emotional support and assistance to youth

Sales Clerk/Bridal Consultant, Brides by DeBora Rachele, Duluth MN December 2003-March 2004

- Receptionist/answered phones, called in and received orders
- Assisted customers in wedding preparation, selection and fitting of attire
- Handled monetary transactions daily
- Followed up on previous purchases and orders

Crew Member/Trainer, McDonald's Corporation, Hibbing MN March 2002-June 2004

- Trained and supervised new employees
- Administered cashier, grill, drive-thru, lobby, assembly of food
- Participated in trainer meetings

COMMUNITY INVOLVEMENT/VOLUNTEER WORK

Sports Editor, Cardinal Newspaper
Yearbook Committee/Photographer
Habitat For Humanity
Religious Education Teacher
Church Newsletter Contributor

Colleges Against Cancer Public Relations Committee
Public Relations/Business Club
Big Brothers Big Sisters of Greater Winona
Humane Society

COMPUTER SKILLS

Experienced with Microsoft Office: Power Point, Word, & Excel, Adobe Photoshop, InDesign & Illustrator
Data entry: >360 keystrokes/minute

Adam J. Looking

850 Main Street, Winona, MN 55987

(507) 454-1478

alooking@smumn.edu

CAREER OBJECTIVE

To secure an entry-level position in a human services agency utilizing leadership, communication, and organizational abilities.

EDUCATION

Bachelor of Arts in Human Services, May 2009

Saint Mary's University of Minnesota, Winona, MN

GPA 3.3/4.0

SKILLS PROFILE

Leadership

- Trained and oversaw 5 food service employees for Chartwells Food Services.
- Supervised 15 youth group events through local church.
- Developed and maintained individual and group confidentiality and trust with 50 crisis center clients.
- Led weekly bible study sessions.

Organization

- Purchased and received food items and prepared employee work schedules for Chartwells Food Services.
- Coordinated youth group events and bible study sessions.
- Documented client notes in prompt and accurate manner for crisis center.

Communication

- Provided emotional support and assistance and made appropriate referrals for the crisis center.
- Evaluated and provided clear written and oral feedback for employee evaluations.
- Effectively promoted youth group events and increased participation by twenty percent.

HONORS AND AWARDS

- Dean's List (2007 – 2009)
- Phi Kappa Phi National Honor Society (2006 – 2009)
- Golden Key National Honor Society

ACTIVITIES

- **Leader of Youth Group**, St. Mary's Church, Winona, MN
- **Volunteer Advocate**, Crisis Center, La Crosse, WI
- **Bible Study Leader**, St. Mary's Church, Winona, MN

WORK EXPERIENCE

- **Food Service Supervisor**, Chartwells Food Service, St. Mary's University of Minnesota, Winona, MN, 2006 – present
- **Landscaper**, Total Lawn Service, Minneapolis, MN, Summer 2004

Mary L. Brown

1991 County Road 10
Chatfield, MN 55923
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mbrown@smumn.edu

- Profile** Highly motivated, resourceful leader with creative and innovative ideas
Team player with an assertive and confident personality
Strong work ethic accompanied by a drive for excellence
Outstanding communication and interpersonal skills
Exceptional versatility and adaptability
- Education** Bachelor of Arts, Saint Mary's University Winona, MN Expected May 2008
Major: **Business Management: Entrepreneurship** Major GPA: 3.6/4.0
Major: **Marketing** Major GPA: 3.6/4.0
Dean's List
- University of Saint Thomas** St. Paul, MN 2004-2005
General Education
- Marketing Experience** **Marketing/Sales Intern** October 2006-Present
Mark It! Advertising, Rochester, MN
- Develop marketing plans and presentations for clients through research analysis
 - Assist in compiling leads for potential client by cold calling and networking
 - Observed creative processes including graphic design, television production, and web design
- Other Experience** **Production Planning** Summer 2006
Valley Design, Inc., Fountain, MN
- Entered job orders and worked with product prints to organize job processes
 - Managed shipping and receiving logs, order acknowledgements and scheduled off-site production
 - Assisted in cycle counting, end of the year inventory and inventory adjustments
- Receptionist/Office Assistant** June 1998–September 2006
Valley Design, Inc., Fountain, MN
- Transferred calls to specific departments and worked on various office tasks
 - Entered invoices and purchase orders into company data program Macola
 - Filed customer orders and information and managed customer product and price catalog request
- Cashier/Sales Representative** September 2003-February 2004
Chosen Valley Threads, Chatfield, MN
- Assisted customer with questions and advice about orders
 - Managed incoming inventory and cashier
 - Assisted with city sponsored events and other special projects
- Computer Skills** Familiar with IBM and Macintosh computers
Experienced with Microsoft Word, Microsoft Excel, Microsoft Power Point, Macola Database Software
- References** Available upon request

Current:
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Permanent:
365 Main Street
Woodbury, MN 55112
(651) 323-1111

Sophie M. Sophomore

Objective To obtain a summer internship in the accounting field.

Education **Saint Mary's University of Minnesota** Winona, MN
Anticipated graduation May 2010
Major: Accounting Minor: Spanish

Courses Accounting Principles Principles of Microeconomics
Federal Tax Principles of Management
Intermediate Accounting I Business Law I

Experience **Green Mill**, Winona, MN
Hostess/Waitress, 9/08 - present
Served as first contact for restaurant customers. Provided excellent service to customers. Took accurate reservations and coordinated seating assignments.

Wet and Wild Swim Club, Woodbury, MN
Life Guard, Summers 2005 - 2008
Promoted to head lifeguard. Supervised 500 patrons daily. Taught swimming lessons to children, ages 3 – 10 years.

Woodbury High School Yearbook, Woodbury, MN
Editor, 9/03 - 6/04
Edited yearbook with circulation of 1500. Supervised 2 section editors.

Activities Big & Little Pals
Volunteer, Habitat for Humanity
Saint Mary's Choir
Spanish Club

Skills Proficient with Word, PowerPoint, Excel, Access
Working knowledge of Spanish
Trained in CPR, first aid and life guarding

References Available upon request.

SYDNEY D. SYENCE

1990 Westwood Boulevard
Winona, MN 55987
(507) 555-1221

QUALIFICATIONS

Strong chemical research background.
Excellent leadership skills.
Dedication and focus to given tasks.
Personal initiative and interpersonal skills.

EDUCATION

Bachelor of Arts, Summa Cum Laude
Saint Mary's University of Minnesota, Winona, MN, May 2009
Major: **Chemistry** Minors: **Biology, Spanish**

RESEARCH EXPERIENCE

Research Fellowship, Marquette University, Milwaukee, WI.
Summer 2008
Synthesized novel organic compounds through use of organometallic intermediates. Analyzed products with extensive IR and NMR spectroscopy. Searched and translated chemical literature; presented data to research peers.

Lab Assistant, Saint Mary's University of Minnesota, Winona MN School
Years 2007 - 2009.
Prepared reagents and equipment required for organic chemistry labs.
Conducted study sessions for organic and general chemistry students.

Independent Research Project, Saint Mary's University of Minnesota,
Winona MN Summer 2007
Analyzed decaffeinating properties of selected organic solvents using spectrophotometric techniques. Performed rare studies to test the efficacy of cyclodextrin as a decaffeinating agent.

OTHER WORK EXPERIENCE

Counselor, International Language Villages, Moorhead MN
Summer 2006
Orderly, Whitewater Manor Nursing Home, St. Charles, MN
Summer 2005
Tour Guide, Olmstead County Historical Society, Rochester MN
Summer 2004

HONORS/ ACTIVITIES

Rotary Foundation Academic Scholarship
Delta Epsilon Sigma, National Catholic Honor Society
Co-Captain of Varsity Golf Team, 2006 - 2009
Scholar Athlete of the Year, 2007 - 2008

INTERESTS

Golf, traveling, photography, camping.

REFERENCES

Available upon request