

Clara W. Career

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Home Address
1024 W. Main St.
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Objective To obtain a Management Trainee position with Enterprise Rent-a-Car

Education *Bachelor of Arts* – Double Major in Economics and Sociology *June 2012*
Knox College, Galesburg, IL
Major GPA: 3.77/4.0

**Honors/
Awards** Mortar Board, April 2011-Present
President's Honor Roll, all trimesters

**Relevant
Coursework** *Practical* – Statistics, Econometrics, Accounting
Theory – Macroeconomic Theory, Public Finance, Computer Science
Independent Study – Economic Issues in Minority Communities

**Research
Experience** *Economic Development Association* – Puerto Rico *Summer 2011*
▪ Participated in undergraduate research regarding Economic Development for Puerto Rico
▪ Application for publication of research in process

**Business
Experience** *Intern* – Senator Faircloth's Office, Washington DC *Summer 2010*
▪ Researched and analyzed effectiveness of government departments
▪ Investigated constituent concerns with a variety of federal agencies
▪ Represented office to diverse constituency at state wide functions
▪ Assisted Office Manager in Missouri and Senator's Economic Advisor in DC with compilation of economic data

Office Manager – Cranberry Creek Baskets, Maryville, MO *Summer 2009*
▪ Organized invoices, accounts payable, and accounts receivable for a small international manufacturing company grossing ten thousand dollars per year
▪ Recruited, trained, and supervised six new employees
▪ Implemented special projects and community outreach with a team of seven
▪ Consulted with owners to determine target markets, and represented the company at retail shows
▪ Designed fact sheets for potential retail and wholesale buyers

**Leadership
Activities** *President* – Knox College Student Senate *May 2011-May 2012*
▪ Oversee monthly meetings, scheduling and ensuring all participants contribute

Public Relations Chair – Sigma Sigma Sorority *May 2011-May 2012*
▪ Ensure new recruits understand mission and vision of organization
▪ Work with alumni of sorority building relationships and communication

**Volunteer
Experience** Knox County Habitat for Humanity, Knox College Reading Buddies, Relay for Life, Special Olympics, Muscular Dystrophy, Galesburg Polar Plunge

**Computer
Skills** Proficient in Word, PowerPoint, Access, Excel, Publisher, Internet Explorer, Microsoft Outlook
Knowledgeable in Photoshop, EViews

Languages Competent in Spanish