

[First College Resume – Before Critique]

Michael E. Bashore

Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342

42 Lenox Avenue
Windewald, NJ 91999
973-996-3232

Education

Muhlenberg College, Allentown, Pennsylvania
Concentration in Media & Communication
Honors: Presidential Scholarship, Dean's List

Windewald High School, Windewald, New Jersey
Treasurer of Class, Associate Editor and Business
Manager of School Paper
Graduated in top ten percent in June 2012

Work Experience

WB 17, Philadelphia, Pennsylvania, Summer of 2007
Reporter for "Kid Time News"
Wrote scripts for "Kid Time News"

Delancey Street Bagels, Windewald, Pennsylvania
Summers of 2006 and 2007
Bagel Salesman

College Activities

Developing and Writing a Radio Program with the College President
Campus Tour Guide – marketing to prospective
students
Active in Student Activities Committee
Reporter for School Paper

[First College Resume – After Critique]

Michael E. Bashore

Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342

42 Lenox Avenue
Windewald, NJ 91999
973-966-3232
bashore@muhlenberg.edu

Objective

To obtain a summer position in broadcast journalism.

Education

Muhlenberg College, Allentown, PA
Potential Major: Media and Communication
Honors: Presidential Scholarship, Dean's List
Bachelor of Arts expected: May 2016

Windewald High School, Windewald, NJ
Class Treasurer; Associate Editor and Business Manager of School Paper
Graduated in top ten percent of class in June 2012

Media Experience

The Muhlenberg Weekly, Muhlenberg College September 2007-present
Reporter: Report on topics ranging from families that raise seeing eye
dogs to profiles of comedians performing at the school.

WB 17, Philadelphia, PA Summer 2007
Reporter for "Kid Time News": Reported events on location from Eagles
Training Camp to Philadelphia International Airport; Wrote scripts for "Kid
Time News" about the Elizabethan Fair.

Work Experience

Delancey Street Bagels, Windewald, PA Summers 2006-2007
Bagel Salesman

College Leadership Activities

Developing and Writing a Radio Program with the College President

Campus Tour Guide, Market Muhlenberg to prospective students and their
families

Student Activities Committee, Comedy Committee Head: Introduce and
close for comedians performing at the school; call agents to book
comedians

[Sophomore year revision]**Michael E. Bashore**

Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342

42 Lenox Avenue
Windewald, NJ 91999
973-966-3232
bashore@muhlenberg.edu

Objective To obtain an internship in broadcast journalism.

Education

Muhlenberg College, Allentown, PA
Major: Media and Communication, Overall GPA: 3.6
Honors: Presidential Scholarship, Dean's List
Bachelor of Arts expected: May 2013
Relevant Courses: Media and Society Radio Production Audience Analysis
Fundamentals of Visual Communication

Media Experience

WMUH Radio, Muhlenberg College Spring 2008-present
Developer, Writer: Write a radio program with the college president. Guest voice on program. Identify topics of interest to the campus community. Conduct background research. Strive to present multiple viewpoints.

MCTV, Muhlenberg College Spring 2008-present
Producer, On-air Talent, Writer: Produce, write, and host weekly news parody show. Assist in editing process. Appear on other programs as humorist.

The Muhlenberg Weekly, Muhlenberg College Fall 2007-2009
Reporter: Reported on topics ranging from families that raise seeing eye dogs to profiles of comedians performing at the school.

Y100, Philadelphia, PA Summer 2008
Intern, Promotions Department: Visited locations across Delaware Valley to promote the modern rock radio show. Organized 3 major promotional events. Learned how radio advertisements are produced and what it takes to keep a radio station on-air.

WB 17, Philadelphia, PA Summer 2007
Reporter for "Kid Time News": Reported events on location ranging from Eagles Training Camp to Philadelphia International Airport. Wrote scripts about the Elizabethan Fair.

Work Experience

Delancey Street Bagels, Windewald, PA Summers 2006-2007
Bagel Salesman

College Leadership Activities

Campus Tour Guide, Market Muhlenberg to prospective students and their families.
Student Activities Committee, Comedy Committee Head: Introduce and close for comedians performing at the school. Call agents to book comedians.

[Senior Year – Final Resume]**Michael E. Bashore**

Muhlenberg College Box 223
2400 Chew Street
Allentown, PA 18104
610-821-3342

42 Lenox Avenue
Windewald, NJ 91999
973-966-3232
bashore@muhlenberg.edu

EDUCATION

Muhlenberg College, Allentown, PA May 2013
Bachelor of Arts Degree, Major: Media and Communication GPA 3.73
Honors- Presidential Scholarship, Communication Honors Program, Dean's List 7 out of 8 semesters,
2009 Student Council Achievement Award, 2009 Communication Department Excellence in Broadcast Media Award, 2008 and 2009 Henry Award for Programmer of the Year, 2007 Student Activities Leader of the Year Award, 2008 Homecoming Court, Who's Who Among Students in American Universities and Colleges, 2006 International Radio and Television Society Summer Fellowship

MEDIA EXPERIENCE

MCTV, Muhlenberg College, Allentown, PA January 2008 to Present
Producer, On-air Talent, Writer, Editor: Produce, write, edit, and host a news parody show, assist others in editing process, appear in other programs as a humorist.

WMUH radio, Muhlenberg College, Allentown, PA January 2008 to Present
Developer, Writer: Write and co-produce a radio program with the college president, guest voice on program.

Live! with Regis and Kelly, WABC-TV, New York, NY Summer 2010
Production Intern: Assisted producers in studio and in offices, welcomed guests, assisted with audience coordination, researched upcoming guests, helped manage remote shoots.

Muhlenberg Weekly, Muhlenberg College, Allentown, PA September 2007 to May 2009
Reporter: Reported on topics ranging from families that raise seeing-eye dogs to profiles of comedians performing at the school.

WB 17, WPHL-TV, Philadelphia, PA Summer 2009
News Intern: Conducted interviews in the field, acted as Assistant Assignment Editor, searched for and researched news stories, set up interviews, assisted camera people.

Y100, WPLY-Radio, Philadelphia, PA Summer 2008
Promotions Intern: Promoted the modern rock radio station across the Delaware Valley. Organized 3 major promotional events. Learned how radio advertisements are produced.

WB 17, WPHL-TV, Philadelphia, PA Summer 2007
On-air Reporter, "Kid Time News": Reported events on location from Eagles Training Camp to Philadelphia International Airport, wrote scripts for "Kid Time News" about The Elizabethan Fair.

WORK EXPERIENCE

Delancey Street Bagels, Wynnewood, PA Summers 2006 and 2007

COLLEGE LEADERSHIP ACTIVITIES

Campus Tour Guide: Marketed Muhlenberg College to prospective students.
Student Activities Committee, Comedy Committee Head: Introduced and closed for comedians performing at the school, called agents and booked comedians, allocated budget.
Omicron Delta Kappa, The National Leadership Honor Society, President: Proposed fund-raisers and community service events, found and invited guest lecturers, planned group activities.
Entertainment Board Co-Chair: Organized and brought concerts and celebrities to campus.
Tutor: Tutored peers in Introduction to Psychology, Abnormal Psychology, and Psychological Statistics.
Stand-up Comedy: First Muhlenberg College student to perform an all-original, hour-long comedy show.

SKILLS

Computer: Fluent in AP ENPS, HTML, Aldus PageMaker, all word processing programs, and an array of games.

Language: Semi fluent in Spanish

Julia Perez

110 Main Street
North City, NJ 07000
(201) 999-9999
jperez@net.com

Education

Muhlenberg College, Allentown, PA
Bachelor of Science in Biology, Minor in French, May 2013, GPA: 3.839

Honors

Magna Cum Laude, Dean's List (7 of 8 semesters)
Phi Beta Kappa, Honor Society for Undergraduates in the Liberal Arts and Sciences

Science/Health Related Experience

Intern – Allentown Health Bureau, Allentown, PA January 2010 – present
Participate in meetings, adult and child immunization clinics, pregnancy clinics, and obesity prevention programs. Shadowed Communicable Disease Investigators and Sanitation Officers. Conducted research on adolescent nutrition and the relationship between soda consumption and obesity. Maintain daily log for the STD clinic.

Lab Assistant - Muhlenberg College, Allentown, PA September 2009 – December 2009
Cultured and maintained Chinese Hamster Ovary Cells, prepared culture medium.

Research Assistant/Summer Intern - Newark Hospital, Newark, NJ May 2009 – August 2009
Conducted research with various doctors in the areas of CT Head Scans and Medical Errors. Assisted the Director of Epidemiology/Infection Control with research on Methicillin Resistant *Staphylococcus aureus* (MRSA) and the relationship between sedimentation rates and C-reactive protein. Shadowed doctors and residents in the PICU, NICU and Pediatric Floor.

Doctor's Assistant - Alanna Skarpo, M.D., Kearny, NJ May 2008 – August 2008
Documented patients' chief complaints, measured height, weight and temperature of children, prepared office for the day, completed claims and referrals, answered phones, scheduled appointments, filed patient charts and medical records.

Clerical Worker - Prime Medical Associates, North Arlington, NJ July 2007 – August 2007
Filed patient charts, handled confidential information, organized filing system.

Other Experience

Teller - The Bank of New York, Rutherford, NJ/Carlstadt, NJ June. 2008 – August 2008
Completed transactions such as cashing and certifying checks, processing deposits and monetary transfers. Controlled currency up to \$18,000 daily.

Office Assistant – Career Center, Muhlenberg College, Allentown, PA Sept. 2007 – May 2008
Answered phones, performed data entry, identified and contacted alumni for students to shadow for the Muhlenberg Shadow Program,

Assistant Dance Teacher - Carole School of Dance, Kearny, NJ Sept. 2006 – August 2007
Taught ballet, tap, and jazz to children ages 2½ to 18, assisted with choreography. Instructed a separate recreation/fitness class in the community with a class size of about 50 children.

College Activities

ESL Conversational Mentoring Coordinator, Student Advisor, Muhlenberg College Dance Team, Class of 2008 Secretary/Student Council Representative, Calculus tutor, Spanish tutor

Skills

Computer: Word, Excel, PowerPoint
Language: Knowledge of conversational French and Arabic.

Kevin B. Stevens

467 Hoover Road, Apt. 7, Allentown, PA 18104
Home Phone: 610-999-1234 Cell Phone: 610-677-5555
kevinstevens@muhlenberg.edu

Objective

To obtain an entry-level position in a creative marketing setting.

Education

MUHLENBERG COLLEGE Allentown, PA Graduation: May 2013
Degree/Major: Bachelor of Arts Major in Philosophy Overall GPA: 3.376
Honors: Muhlenberg Scholars Honor Society, Dean's List, Presidential Merit Scholar
Leadership Activities: Student Advisor 2008 and 2009; M.U.L.E. Society (Muhlenberg Ultimate Leadership Experience)

Management/Customer Service Experience

EDDIE BAUER, INC. Whitehall, PA **March 2010 – Present**
Management Intern/Sales Associate – Successfully completed Eddie Bauer Management Training Program under supervision of Store Manager. Shadow managers in daily routine, track employee sales and contests, inform customers of products and promotions, monitor clothing sales, achieve and surpass weekly sales goals in excess of \$8,000, promote credit program and process credit applications (20-30 per week), supervise new personnel during holiday season (10-15 new hires), implement floor changes and product merchandising strategies, initiate and develop customer service relationships.

WEYERBACHER BREWING COMPANY, INC. Easton, PA **July 2009 – August 2009**
Associate – Conducted brewery tours and merchandise sales. Initiated and developed customer service relationships.

JUST FOR FEET, INC. Whitehall, PA **June 2008 – December 2008**
Sales Associate/Team Leader – Recommended footwear products and promotions to customers. Established and developed customer service relationships. Initiated team selling contests and other sales strategies.

Communication Experience

91.7 FM WMUH Allentown, PA **September 2008 – Present**
Head of the Music Department – Supervise six essential station personnel. Receive and process all music and promotional materials. Maintain 50,000-volume music library. Correspond with major recording and promotion companies on a daily basis. Plan and promote community and school events. Manage fund-raising efforts to bring in over \$5,000 in revenue. Train new personnel in station operations.
On-Air Programmer – Program 3-10 hours of live entertainment per week. Maintain playlists, transmitter logs, FCC-mandated schedules, and other required paperwork.

ARTSQUEST, INC. Bethlehem, PA **January 2009 – August 2009**
Assistant to the Director of Performing Arts – Collaborated with Director to coordinate performer schedules and event production for Musikfest 2006 in Bethlehem, PA. Produced staff memos and press releases relating to performers. Reviewed material submitted by artists. Maintained performer files and contracts. Secured necessary resources to fulfill performer riders and contracts (lodging and transportation). Contacted performers regarding changes to events and production.

Volunteer Experience

ARTSQUEST, INC. Bethlehem, PA **August 2009 - Present**
Art Gallery Volunteer – Oversee art gallery during visitor hours. Maintain visitor logs. Assist patrons in purchase of art. Maintain gallery appearance.

Melanie McDonald

100 Berue Drive, Downingtown, PA 00000 (215)-000-0000 m_mcdonald@rcn.com

EDUCATION

Muhlenberg College, Allentown, PA

Bachelor of Arts, May 2013

Major: Dance, Minor: English

Dean's List (all semesters)

DANCE RELATED EXPERIENCE

Dance Instructor - Muhlenberg College Dance Center, Allentown, PA: January 2009 - present

- Teach young children, ages 5-18, various forms of dance; Create schedules; Assist with general projects and tasks

President, Muhlenberg Dance Association, Muhlenberg College, 2009 - 2010

- Scheduled meetings and events; Organized workshops, master classes, and social events; Interacted with national and international artists; Served as role model for entire organization; Worked closely with faculty, guest artists, and College administration

Administrative Intern - Nicholasleichterdance; Brooklyn, NY: January 2010 - May 2010

- Assisted artistic director and company manager by creating press kits, updating databases, and organizing office and filing system

Public Relations Representative, Muhlenberg Dance Association, 2008 - 2009

- Assisted other executive board member with making decisions; publicized and advertised all dance department events

ADDITIONAL EXPERIENCE

Administrative Assistant - Gwynedd Family Practice, Horsham, PA: June 2009 - August 2009

- Entered confidential data, filed patient charts, and scheduled appointments

Aquatic Personnel- Hatboro Area YMCA, Hatboro, PA: November 2005 - May 2007

- Served as lifeguard, pool manager, and assistant to aquatic director; Oversaw less experienced staff; created schedules, performed data entry and assisted with YMCA Member Services

LEADERSHIP / ACTIVITIES

Active Member, Omicron Delta Kappa, Muhlenberg College, 2009-present

National college leadership society

Peer Tutor, Academic Support Services, Muhlenberg College, 2008-2010

Lifeguard, Muhlenberg Alumni Pool, Muhlenberg College, 2008-2010

Member, Residence Hall Association, Muhlenberg College, 2007-2009

SKILLS

Computer: Internet, Microsoft Excel, Word, PowerPoint, Microsoft Works

Language: Basic understanding of Spanish

Alicia Milner

58 High Street Apt. 111, Harrisburg, PA 17045
(717) 555-2222 am123456@muhlenberg.edu

Objective:

To obtain an accounting position with a public accounting firm in order to apply formal academic training and knowledge in a fast-paced, professional environment and to become a Certified Public Accountant.

Education:

Muhlenberg College Allentown, Pennsylvania
Bachelor of Arts Expected graduation: May 2013
Double Major: Accounting and Business Administration GPA: 3.2

Universiteit Maastricht (Study Abroad Program) Maastricht, The Netherlands
International business course concentration August 2009-December 2009
Gained appreciation for social, cultural, and educational differences. Demonstrated ability to quickly adapt to different environments. Extensive travel throughout Europe on my own.

Relevant Computer Skills:

Microsoft Word, Excel, PowerPoint, Office, Lexis-Nexis Database, Pubtracker, Lifetime Sales

Relevant/Related Experience:

VITA – Volunteer Income Tax Assistance, Allentown, PA
Trained IRS Assistant January 2009-Present
• Collect and organize documents for low-income residents
• Input tax information into TaxWise program to process tax returns
• Improved communication and explanatory skills

HACHETTE BOOK GROUP (previously Warner Books Publishing Co.), New York, NY
Summer Intern in the Finance Department Summer 2010
• Worked on 2009 budgeting and 2008 re-forecasting
• Prepared and organized documents needed for a 401(k) audit
• Researched financial information throughout the company's computer programs
• Checked and verified data for business and financial managers
• Developed ability to prioritize projects and communicate effectively with supervisors

Summer Intern in the Editorial Department Summer 2008
• Reviewed and critiqued submitted works from unpublished authors
• Created and organized rejection letters
• Strengthened ability to be flexible within different departments

NEW YORK TIMES, New York, NY
Assistant to the Newsroom Sports Department Administrator Summer 2009
• Completed research for budget projections for 2008 Olympics
• Collected and organized overtime claims for department
• Answered "reporter phone line" for Head Editors of several department
• Improved ability to work under extreme time pressure and make professional decisions

Activities:

Alpha Chi Omega Sorority – National women's organization dedicated to enriching lives of members and others through volunteerism. Volunteered at Turning Point (shelter for abused women) and Relay for Life.

M.A.C. – Muhlenberg Activities Council – Planned and scheduled campus events and activities.
Multicultural Life – Promote an inclusive atmosphere of learning and understanding among members of Muhlenberg and Lehigh Valley community.

Michael Mateo

888 5th Ave., Apartment 5A
 New York, NY 11231
 Home (212) 222-1111
 Mobile (212) 888-1234
 michael_mateo@yahoo.com

OBJECTIVE: To secure an internship in Human Resources for Summer 2011.

EDUCATION

Muhlenberg College, Allentown, PA Expected May 2013
 Bachelor of Arts, Major- Psychology, Minor- Business Administration
 Relevant Classes: Principles of Macroeconomics, Financial Accounting, Management,
 Marketing, Social Psychology, and Theories of Personality

County College of Morris, Randolph, NJ Summers 2008, 2009

EXPERIENCE

Administrative Assistant June 2010 - August 2010
Pediatric Orthopedics, Roy M. Nuzzo, MD, Overlook Hospital, Summit, NJ
 Managed confidential patient records, validated health insurance coverage, obtained surgical pre-certification.

Scoutcraft Instructor / Troop Guide July 2008 - August 2008, 2009
National Youth Leadership Training, Boy Scouts of America, Rockaway, NJ
 Trained future Senior Patrol Leaders on leadership skills such as effective presentations, supervision, teamwork and dealing with difficult people. Planned and practiced training activities prior to conference.

Clerk June 2007 - August 2008
Liberty Drugs & Surgical, Chatham, NJ
 Recorded product inventory, assisted in ordering/shipping, performed property maintenance.

ACTIVITIES

S.H.A.R.E. (Students Have A Real Effect) – A community service organization committed to social justice through direct service in the city of Allentown as well as advocacy, activism, and education. Cooked meals and collected clothes for homeless in Allentown, PA. Coordinated and led relay race at Jefferson Field Day, a local elementary student activity day.

Habitat for Humanity – Renovated dilapidated homes in Allentown, PA. Constructed internal structures, reinforced support structures, and refurbished external property.

COMPUTER SKILLS

MS Office (Word, Excel, PowerPoint), Internet Explorer

Brian Mathis

brianmathis@hotmail.com

Muhlenberg College Box 0001
 Allentown, PA 18104
 (484) 664-0001

1 Danberry Drive
 Montgomery, PA 00000
 (215) 222-7777

OBJECTIVE

Obtain a sales position in the financial services industry.

EDUCATION

Muhlenberg College - Allentown, PA, Bachelor of Arts Expected, May 2013
 Double Major: Economics and Finance
 Economics GPA 3.25, Finance GPA 3.25, Overall GPA: 3.10
 Study Abroad: John Cabot University, Rome, Italy Spring 2010

INTERN EXPERIENCE

First Brokers Securities – Jersey City, NJ Summer, Winter 2010
 International Bank Desk Assistant:
 Worked with bond brokers to learn model work habits to achieve highest customer satisfaction. Interacted with customers on a regular basis. Used the Bloomberg network to write buy/sell tickets for trades. Observed bond markets and notified desk members as well as customers of any changes.

PROJECT WORK

Investments and Portfolio Analysis - Examined the basic structure, social function, and performance of security markets. Topics covered include the theory of interest-rate determination, portfolio and capital market theory, bond and stock valuation, efficient-market perspectives, and violations of the efficient-market hypothesis.

Current Topics in Financial Markets and Investment Strategies - Explored the role of financial intermediaries, e.g. the Federal Reserve, institutional investors, hedge funds, private equity partners, and investment banks in domestic and foreign markets.

WORK EXPERIENCE

Independent Contractor – Vernon, NJ Summer 2009
 Maintained a construction work site, managed a group of five co-workers. Purchased construction supplies in the most cost-effective manner possible. Researched costs of different suppliers and saved the project over \$6,000. Organized budgets and cost projections for inventory acquisitions of projects. Maintained accounting data of company accounts.

Ballyowen Golf Course, Guest Relations – Hardyston, NJ Summers 2007-2008
 Collaborated with operations manager whose training encouraged professionalism and a desire to complete responsibilities perfectly. Executed tasks in a team environment to surpass customer expectations. Learned how to interact with professional clients on a daily basis.

Mountain Creek Ski Resort, Ski Instructor – Vernon, NJ Winter 2007
 Interacted with a diverse clientele and took necessary precautions to ensure their safety. Developed unique lesson plans to ensure a high level of comfort during instruction.

ACTIVITIES

Muhlenberg College Football Team Fall 2007-present
 Dedicated thirty-five hours each week to practice, meetings, film reviews, and strength-training. Three-year letter winner.

SKILLS

Software: Microsoft Office Suite (Word, Excel, PowerPoint), MiniTab
 Language: Intermediate level of understanding in French and Italian.

SAMPLE RESUMES : SCIENTIFIC RESEARCH

PERFORMANCE

Jennifer L. Williams

Jennifer_L_Williams@yahoo.com

Muhlenberg College
2400 Chew Street, Box 3000
Allentown, PA 18104
(484) 664-3000

17 Dorney Road
Hackettstown, NJ 00000
(201) 475-1111

EDUCATION

Muhlenberg College, Allentown, PA May 2013
Dual degree: Bachelor of Arts and Bachelor of Science
Majors: BA Philosophy and BS Biology Concentration: Pre-Medicine
Honors: Presidential Merit Scholarship, Phi Sigma Tau, Dean's List
Relevant Courses: Principles of Biology I & II & III, General Chemistry I & II, Organic Chemistry I & II, General Physiology, Medical Sociology, Cellular Biology I, Genetics

RESEARCH

Sensitization of Rat Liver to Apoptosis After Ischemia/ Reperfusion
Cell & Developmental Biology Department, University of North Carolina at Chapel Hill
Summer 2010

Performed Western Blots on samples of ischemia treated rat livers to detect XIAP (X-linked Inhibitor of Apoptosis Protein). Presented findings in a formal PowerPoint and poster presentation to the UNC academic community.

Cytotoxic Effects of AZT on Mitochondrial and Nuclear Structure in Cricetus griseus, Chinese Hamster

Biology Department, Muhlenberg College
Spring 2010

Collaborated with three other students. Designed and performed research. Cultured and treated Chinese Hamster Ovary (CHO) cells with various concentrations of Azidothymidine (AZT) to observe cellular toxicity and mitochondrial and nuclear structure. Observations and data were collected through fluorescent microscopy.

Plant Study & Research

Biology Department, Muhlenberg College
Summer 2008- Spring 2009

Collected data, created and conducted experiments on induced resistance as a result of herbivory in the plant Spice Bush (*Lindera benzoin*). Presented findings in a poster session to the scientific community of the college.

LAB SKILLS

Gel Electrophoresis	Preparation of Buffers	Electron Microscopy
Recombinant DNA Techniques	Dissection	Data Analyzing & Graphing
Data Collection	Titration	Western Blots
Cell Culturing	Fluorescent Microscopy	Agarose Gel Preparation

WORK EXPERIENCE

Office of Admission, Muhlenberg College, Allentown, PA
Student Coordinator of Multicultural Life

Fall 2008 - present

Plan and organize multicultural events such as prospective student overnight visits and the Progressive Dinner. Call prospective students and assist Admission Staff in open houses and recruitment. Attend and support multicultural events on campus. Created and led Multicultural Council. Drafted admission programs to encourage multicultural enrollment and awareness on the campus.

PRESENTATION

Sensitization of Rat Liver to Apoptosis After Ischemia/ Reperfusion
MURAP Conference, University of North Carolina at Chapel Hill
Summer 2010

Maxwell Grafton

maxwellgrafton@yahoo.com
(201) 123-0000

Height: 5'10" Weight: 190 lbs.
Hair: Brown Eyes: Green
Voice: Baritone

THEATER

Waiting for Godot	Lucky	A Broken Umbrella Theatre
The Kafka Project	Country Doctor	Our Shoes are Red Production
Wet Blue and Friends	The Man	NYC Fringe Festival
The Amazing Napalm Oven	A-Rod	NYC Fringe Festival
The Maidens Consent	Simon	National Theater of the Arts

MUHLENBERG THEATER ASSOCIATION

West Side Story	Bernardo	Charles Richter
Galileo	Cardinal Belarmin	Charles Richter
Aunt Dan and Lemon	Raimondo	Jim Peck
A Winters Tale	Clown	Peter Wallace
Man of La Mancha	Anselmo	Charles Richter
South Pacific	Lt. Buzz Adams	Annette Jolles

FILM

Never Forever	Jeweler	Gina Kim
Hope's Shift	Horatio	Scott Lazar
Bad Night	Stefan	Peter Matzoukas

TELEVISION

Face Bites	Ricky Martin	MTV Productions
Almost Reality	Dream Date	Oxygen Network Pilot
One Life to Live	Student	ABC-TV
Various background and extra work		

EDUCATION & TRAINING

Muhlenberg College	Bachelor of Arts	Theater Major / Dance Minor
Acting Coach	Alexandra Borrie	New York

SPECIAL SKILLS

Fluent in Spanish, Dialects (New York, Spanish, Arabic), Comedy Improvisation, Hosting, Singing, Dancing (Modern, Ballet, Hip-hop, Merengue), Whistling, Wrestling

A performance resume should be printed on the back of your 8.5" x 11" headshot. See a Theatre faculty member to discuss where and how to get a headshot.

Kim Zhao

11 Olson Street, Philadelphia, PA 44444
Home: 215.999.1111, Cell: 215.222.1111, MuleZhao@aol.com

EDUCATION:

Muhlenberg College, Allentown, PA, Bachelor of Arts expected May 2013

Major: History, Elementary Education Teacher Certification

Cumulative GPA: 3.8; Elementary Education GPA: 3.88 (4.0 Index)

Honors: Magna Cum Laude; Presidential Scholarship; Honors in History

STUDENT TEACHING EXPERIENCES:

4th grade - Weisenberg Elementary – Northwestern Lehigh School District

- November – December 2010
- Designed and implemented multi-disciplinary units including: weather, descriptive writing, regions of the United States, probability, and a novel unit for Sarah Plain and Tall
- Developed an original paper and pencil assessment for weather unit
- Created a variety of formative assessments in all subject areas
- Established a daily homework check by organizing a checklist and bins for each subject
- Created a weather station and “meteorologist of the day” to record weather conditions
- Enriched students with visual displays, games, and role-playing
- Facilitated literature circle discussions by collaborating with teachers in the 4th grade team

1st grade - Jefferson Elementary – Allentown School District

- September – October 2010
- Designed and taught a unit with various lessons that included a field trip, role-playing, games, guided instruction, and both cooperative and independent work
- Conducted a performance assessment for fall unit
- Created an interactive fall display throughout the entire first grade hallway
- Led guided reading groups and activities
- Differentiated instruction and assessments for diverse learners in the inclusion classroom
- Implemented peer tutoring as a strategy to better and easier manage behaviors in the first grade classroom, and accommodate multiple needs

FIELDWORK PLACEMENTS:

4th grade, Cleveland Elementary, Allentown School District Spring 2010

- Taught a Social Studies lesson on the Amish culture
- Reviewed adjectives, nouns, and verbs in a mad-lib about Pennsylvania
- Assisted students in literature circles

3rd grade, Shoemaker Elementary, East Penn School District Fall 2009

- Created a Halloween mad-lib to introduce students to adjectives
- Taught students the concept of alliteration in a read-aloud
- Assessed students' rough drafts for cooperating teacher

1st grade, Central Elementary, Allentown School District Spring 2009

- Reviewed counting in a sequence with students
- Conducted a spelling bee of common words called “Sparkle”
- Assisted cooperating teacher with a lesson on money

Emotional Support, Wescosville Elementary, East Penn School District Spring 2009

- Read to students and asked comprehension questions
- Taught a lesson on shapes to a 1st grade student
- Assisted a vocabulary lesson by asking students to fill in the missing word

5th grade, Cetronia Elementary, Parkland School District Fall 2008

- Performed a read-aloud
- Reviewed multiplication facts with students individually
- Played the math game, “24,” with students to improve scores and review math facts

Kim Zhao, Page 2

RELATED EXPERIENCES WORKING WITH CHILDREN:

Jewish Community Center, Allentown, PA Spring 2010
Intern

- Created digital stories with kindergarteners using digital photography
- Implemented a phonics project into the curriculum to review the short vowel sounds

Youth As Resources, (YAR), Bethlehem, PA Spring 2009
Advertising/Public Relations Intern

- Directed a multi-cultural fair for Nitchmann Middle School students
- Monitored an after-school program for at-risk sixth and seventh graders
- Designed advertisements for a community service project

Northampton Holland Quest Camp, Holland, PA Summers 2009- 2010
Leadership Position as a Counselor

- Organized activities and trips for the campers
- Mediated conflict with creative problem solving
- Published a weekly newsletter for the campers and parents

Just For Kids After-School Program, Allentown, PA Spring 2008
Mentor for at-risk middle school students

- Collaborated with other mentors to foster a fun-loving environment for the students
- Guided a variety of activities to entertain the youth and curb any conflict
- Organized a “homework help” table for the students.

MUHLENBERG CAMPUS & COMMUNITY ACTIVITIES:

Omicron Delta Kappa, National Leadership Honor Society

- Participated in community service events and planned group activities.

Muhlenberg Varsity Women's Soccer

- Team-player dedicated to sportsmanship and leadership on and off the soccer field.

OTHER WORK EXPERIENCES:

Neff + Associates, Inc., Philadelphia, PA Summer 2008
Public Relations Intern

- Communicated with clients as to the direction and status of creative projects
- Wrote radio scripts, taglines, and direct mailers
- Teamed with fellow interns to proof and design ads, press releases, and media alerts
- Organized billing and invoice files

Perkins Family Restaurant and Bakery, Warminster, PA Summers 2006- 2008
Server and Hostess

- Related and listened to customers to ensure a pleasant restaurant experience
- Employed suggestive selling strategies to increase sales

COMPUTER SKILLS:

- IBM-PC, MAC, Windows 2000, MS Office 2000 (Word, Excel, PowerPoint, Access), Internet, SMART Board

ADDITIONAL INFORMATION:

- Certification of Professional Development in Project Wild 2006; a national environmental education program sponsored in Pennsylvania by the Pennsylvania Game Commission.