

SAINT LOUIS UNIVERSITY.  
**STUDENT SUCCESS CENTER**  
CAREER SERVICES

**Matthew Taylor**

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**EDUCATION**

**Saint Louis University**, St. Louis, MO

Bachelor of Arts in Communication, Minor in Spanish

- Study Abroad: Saint Louis University-Madrid, Madrid, Spain

May 20XX

GPA 3.2/4.0

Spring 20XX

**MARKETING RELATED EXPERIENCE**

Market Research Project, **Chesterfield Mall**, Chesterfield, MO

Fall 20XX

- Performed market research for mall manager in order to expand target segments.
- Collected and analyzed data, designed promotion, recommended short- and long-term management strategies.

Intern, **Florida Power Corporation**, St. Petersburg, FL

Summers 20XX and 20XX

- Assisted engineers and marketing personnel in Energy Conservation Department in designing, developing, and distributing public information literature, and in conducting public education programs.
- Developed strong design and editing skills using InDesign and PowerPoint software.

**WORK EXPERIENCE**

**Saint Louis University Office of Admission**, St. Louis, MO

20XX-present

Intern

20XX-present

- Supervise 15 student ambassadors to provide excellent customer service by offering constructive feedback.
- Communicate with 200 prospective students via phone and email.
- Provide support to 3 admissions counselors, including contacting high schools and arranging campus visits.

Ambassador/Tour Guide

20XX-20XX

- Provided tours and information to groups of up to 20 potential students and families.
- Marketed the university effectively and positively by answering questions and providing resources.

**LEADERSHIP EXPERIENCE**

**Relay for Life**, Saint Louis University, St. Louis, MO

20XX-present

Marketing Committee Member

20XX-present

- Designed and distributed promotional material using InDesign.
- Researched and developed a marketing plan, resulting in 10% increase in campus participation.
- Networked and obtained \$800 in sponsorship from local vendors.

**Phi Kappa Theta Fraternity**, St. Louis, MO

20XX-present

Philanthropy Chair

20XX

- Planned promotional strategy and goals for events that raised \$10,000 for the Children's Miracle Network, doubling the previous year's donations.

Vice President, Public Relations

20XX

- Wrote national report relating chapter's internal and external relations projects, resulting in nomination for Outstanding Community Involvement Award 20XX.
- Oversaw all publicity efforts related to Homecoming and philanthropic events.

**SKILLS**

**Language:** Fluent Spanish, Basic French

**Software:** Adobe InDesign & Photoshop, Microsoft Publisher & PowerPoint.

**SAMPLE RESUME.** Your resume will be unique to you. Be sure to contact Career Services (314-977-2828) for a review.

SAINT LOUIS UNIVERSITY.  
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**Lydia Engel**

222 University Blvd. • St. Louis, MO 63108  
(314) 555-1234 cell • student@slu.edu

**SUMMARY**

- Detail-oriented, organized, and eager to translate solid classroom and writing experience into proposal management and writing support
- Highly effective communicator with ability to handle multiple projects under tight deadlines
- Proficient in Microsoft Word, Excel, Publisher and PowerPoint; working knowledge of Adobe PhotoShop and Illustrator
- Recent coursework includes Grant Writing, Writing for Public Relations, Technical Writing, Editing, Advanced Strategies of Rhetoric & Research, Business & Professional Writing

**PROFESSIONAL EXPERIENCE**

**Writing and Communication**

- Wrote and formatted letters to individual and corporate donors
- Created materials including sponsorship brochures, fliers and postcards
- Produced an online monthly bulletin that summarized information from residence life
- Communicated with English faculty in arranging events and sponsorship of English Club

**Project Management**

- Managed variety of projects from start to finish, working with experienced writers
- Systematized sales literature and organized sales floor
- Coordinated activities and managed entertaining programs to engage students
- Organized various community service projects and promoted campus club to students

**Presentation and Leadership**

- Presented final internship project to senior leadership within nonprofit organization
- Assisted with training of four new employees
- Held weekly meetings to support the safety and security of 36 freshmen residents
- Promoted healthy lifestyle and referred residents to various campus resources

**WORK HISTORY**

2011-Present	<b>Customer Service Representative</b> , Graphic Supply Co.	Clayton, MO
Summer 2013	<b>Special Events Intern</b> , Charity Foundation of Missouri	St. Louis, MO
2011-2012	<b>Vice President of English Club</b> , Saint Louis University	St. Louis, MO
2010-2011	<b>Resident Advisor</b> , Saint Louis University	St. Louis, MO

**EDUCATION**

May 2014	<b>Bachelor of Arts in English</b> , Saint Louis University	St. Louis, MO
	<ul style="list-style-type: none"><li>• <b>Minor in Communication</b></li><li>• Worked 20 hours/week during academic year</li></ul>	