

Name

Address ♦ City, State ♦ Zip Code
Telephone Number ♦ Email

Summary of Qualifications

- ♦ _____
- ♦ _____
- ♦ _____
- ♦ _____
- ♦ _____

Education

Work and Related Experience

mm/yy—mm/yy **Job Title** _____
Company Name, City, State _____
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mm/yy—mm/yy **Job Title** _____
Company Name, City, State _____
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- _____

mm/yy—mm/yy **Job Title** _____
Company Name, City, State _____
- _____
- _____
- _____

Other Work Experience Includes: job title, job title, and job title

Honors and Awards

Affiliations

Suzie Q. Brown

125 Main Street ♦ Des Plaines ♦ Illinois ♦ 60016
847.555.1212 ♦ suzieq@aol.com

Objective

Seeking an entry level Assistant Public Relations Specialist position

Summary of Qualifications

- ♦ **Demonstrated proficiency with** Photoshop, ImageReady, Fireworks and Dreamweaver.
- ♦ **Expertise with** Microsoft Word, Excel and PowerPoint.
- ♦ **Adept with organization;** deadline sensitive when scheduling and prioritizing tasks.
- ♦ **Successful at responding to challenges;** solid planning and problem-solving skills.
- ♦ **Active self-starter;** consistently complete multiple projects independently and with initiative.

Education

Associate in Arts in Liberal Arts, (May 2003)
Oakton Community College, Des Plaines, Illinois
GPA 3.5/4.0 scale

Work and Related Experience

- 3/01- Present **Student Employee in Career Services**
OAKTON COMMUNITY COLLEGE, Des Plaines, Illinois
- Welcome visitors to Career Services.
 - Schedule counselor appointments.
 - Provide information regarding student employment and services for employers.
 - Enter employment opportunities into database.
 - Furnish general office support and complete special projects.
- 6/01-9/01 **Intern in the Public Relations Department**
XYZ PUBLISHING COMPANY, Glenview, Illinois
- Assisted the Director of Public Relations.
 - Contributed to an article for national publication.
 - Created a number of graphics that were used on a company Web site.
- 9/00-2/01 **Telemarketer**
ABC COMMUNICATIONS, Lincolnwood, Illinois
- Persuaded potential customers to make appointments with salespersons.
 - 60% of calls resulted in sales, excelled at overcoming objections.
 - Sensitive to cultural differences and easily crossed language barriers.
- Other work experience includes:** cashier and retail sales.

Honors

Student Employee of the Year Award, Oakton Community College, 2001

Affiliations

Public Relations Society of America
Honors Student Organization, Oakton Community College, 2000-02
Graphic Design Club, Oakton Community College, 2002

Joe Salesman

232 River Road ♦ Des Plaines ♦ Illinois ♦ 60016
847.555.3541 ♦ jsalesman@aol.com

Summary of Qualifications

- ♦ **Adept at closing**, always ask for the sale
- ♦ **Successful with cold calls**; easily persuade new customers to learn about products and services
- ♦ **Excellent organizer** with solid planning and problem-solving skills
- ♦ **Consistently exceed sales goals**
- ♦ **Develop and maintain strong professional relationships**
- ♦ **Warm and friendly**, skilled at making customers feel at ease

Work Experience

8/00-4/02 **Reseller Representative**

Network Incorporated, Evanston, Illinois

- Played key role in developing potential client list in a new market
- Exceeded sales goals by 100% in the first 5 months
- Trained customers to use a Web site to activate services and maintain records

9/99-7/00 **Reseller Representative**

Communications Incorporated, Wheeling, Illinois

- Sales averaged over 700 net units per month
- Successfully collected on 80% of outstanding invoices
- Maintained and inventoried a full range of pagers
- Assisted in training new sales representatives

11/95-8/99 **Reseller Representative**

Page Communications, Downers Grove, Illinois

- Developed 30 accounts into 200 accounts
- Liaison between accounts and administrative departments
- "Page Master" 1996, 1997, 1998 and 1999: title awarded for exceeding sales goals

4/92-8/95 **Owner Operator**

Hotdog World, Crystal Lake, Illinois

- Developed marketing strategies for a fast food restaurant with over \$240,000 in annual sales
- Hired, trained and supervised employees
- Negotiated for best price and value with vendors
- Explored food lines and options

Education

Professional Selling Skills Certificate, 1999

OAKTON COMMUNITY COLLEGE, Des Plaines, Illinois

Affiliations

National Association of Sales Professionals (NASP)

SUMMARY OF QUALIFICATIONS

- Effectively narrate a story through dynamic, original images
- Talent for generating innovative concepts for use in product advertisements
- Skilled in marketing, advertising, and photography
- Adept with Adobe Illustrator and Photoshop, CorelDraw!, Macromedia Dreamweaver UltraDev 4, Flash and Fireworks, and QuarkXPress

EDUCATION

Continuing Education in Visual Communications, 2002 - present
The School of the Art Institute of Chicago, Chicago, IL

Associate of Applied Science in Graphic Design, 2002
Oakton Community College, Des Plaines, IL

WORK and RELATED EXPERIENCE

- 06/98-present **Photographer's Assistant**
Jenart Studios, Des Plaines, IL
- Photograph special events and weddings and create final photo albums
 - Experiment with high speed photography and other equipment that resulted in numerous client compliments
 - Demonstrate excellent customer service and follow through with clients
- 05/02-08/02 **Graphic Design Intern**
FastSigns, Inc., Schaumburg, IL
- Recommended design, typestyles, and colors for use in signs
 - Designed logos that were later used in tradeshow exhibit banners
 - Communicated with customers to translate ideas into products
- 05/00-12/02 **Writer**, OCCurrence Student Newspaper
Oakton Community College, Des Plaines, IL
- Wrote a wide range of stories, poetry, and newspaper articles for campus publication
 - Developed persuasive letters that gained public notice
 - Consistently met deadlines

OTHER WORK EXPERIENCE INCLUDES wait staff and book store sales

HONORS and ACTIVITIES

Graphic Design Club, Oakton Community College
William A. Koehnline Scholarship recipient

PROFESSIONAL AFFILIATIONS

Student member, American Institute of Graphic Artists

Sally Teacher

1234 School Way ♦ Park Ridge ♦ Illinois ♦ 60068
847.635.4567 ♦ sallyt@hotmail.com

SUMMARY OF QUALIFICATIONS

- **Adept at making the complex simple** – verbally and in writing.
- **Persuasive speaker with strong platform skills**; can keep both small and large groups engaged in learning.
- **Consistently accurate** in matters of detail and fact.
- **Use active listening** to get to the root of any question or concern.
- **Talented problem solver**, resourceful in investigating issues, generating possible options, and selecting and implementing workable solutions.
- **Proficient in computer and Web technology**; enthusiastically incorporate new technology into curriculum.

EDUCATION

Type 9 Teaching Certificate in History Education, 2001
Northeastern Illinois University, Chicago, Illinois

Master of Arts in U.S. History, 1998
Northern Illinois University, DeKalb, Illinois

Bachelor of Arts in History, 1992
Northern Illinois University, DeKalb, Illinois

WORK AND RELATED EXPERIENCE

- 8/01 - Present **Substitute Teacher**
City of Chicago School District 299, Chicago, IL, East Maine District 62, Des Plaines, IL
and Northfield Township High School District 225, Glenview, IL
- Substitute during both scheduled and unplanned absences of teacher of social studies, business, English, science, math, home economics, and electrical shop for grades 5-12.
 - Ensure the continuation of the planned curriculum by adapting quickly and easily to the teachers' various lesson plans.
 - Maintain discipline and class harmony through warm and firm communication.
- 10/01 - Present **Substitute Teacher**
Rock Creek Center, Lemont, Illinois
- Provide educational assistance and see to the special needs of in-patient and outpatient clients' grades 6-12 at a psychiatric hospital.
 - Effectively implement the curriculum developed by the student's home school, or develop appropriate lessons for those without a home school.
- 6/00 – Present **Part-Time Bookseller**
Borders Books, Evanston, Illinois
- Provide customers with information and assistance.
 - Ability to provide quality customer service during the busiest of times; flair for making customers feel like they are the only person in the store.

1/00-5/00 **Student Teacher**

East West Middle School, Chicago, Illinois

- Taught 8th grade social studies to 153 students in 6 sections.
- Won the students' respect by treating them as intelligent individuals.
- Gained the supervising teacher's highest regards by developing and implementing creative lessons and examinations on immigration, expansionism, progressive era, World War I, the 1920s, and the Great Depression.
- Designed lessons that demonstrated how to think critically about information on the Internet.
- Introduced students to the process of career exploration by directing a future careers research project.

5/98-6/00 **Assistant Director**

Mayfair Farm Museum, Libertyville, Illinois

- Created a historic photo exhibit which outlined the history of the Mayfair family and farm.
- Historical interpreter and museum tour guide during special events, shows, school and private tours.
- Delivered presentations at the Chicago Home & Garden Show, schools and park districts.
- Participated in 6 radio and 2 television interviews.
- Wrote numerous press releases.
- Highly productive in recruiting volunteer exhibitors for shows and special events.
- Supervised clerical volunteers coordinated direct mailings.
- Assisted with fundraising activities and answered donors inquiries regarding annual giving.
- Tended the museum's historic breeds of livestock.

8/87-5/88 **Graduate Assistant – History Department**

Northern Illinois University, DeKalb, Illinois

- Provided tutoring for students in early U.S. History Survey.
- Conducted open review sessions, enabling students to have all their questions answered before exams.
- Created and graded examinations.

OTHER WORK EXPERIENCE INCLUDES: Personnel Assistant, Temporary Wordprocessor, Secretary, Receptionist, Data Entry Clerk, and Proofreader.

AFFILIATIONS

National Council for History Education
National Education Association

Sally Teacher

847.635.4567 ♦ sallyt@hotmail.com

summary of qualifications

- ♦ Proven professional with over 14 years of occupational therapy experience, specializing in pediatrics
- ♦ Expertise in administering and interpreting assessment tools, including:
 - Peabody Developmental Motor Scales
 - Developmental Test of Visual-Motor Integration (VMI)
 - Hawaii Early Learning Profile (H.E.L.P.)
 - Bruininks-Oseretsky Test of Motor Proficiency
 - Evaluation Tool of Children's Handwriting (ETCH)
 - Test of Visual-Perceptual Skills (TVPS)
 - Miller Assessment for Preschoolers (M.A.P.)
 - Erhardt Developmental Prehension Assessment
- ♦ Skilled at presenting evaluation results to parents in a clear, easy to understand manner
- ♦ Excel at developing home programming activities that parents can successfully perform
- ♦ Ability to entice children to cooperate with evaluations and perform treatment activities regardless of age, level of difficulty for the child or initial comfort level

professional experience

8/97-
Present

Occupational Therapist

School District 189, Glenview, Illinois

- Perform developmental evaluations; 85% preschool and kindergarten, 15 % children grades 1 through 5.
- Determine which services are appropriate and design Individual Education Plans.
- Present evaluation results to the treatment/educational team and the student's parents.
- Provide individual treatment, group treatment and teacher consultation for students with Autism, Downs Syndrome, PDD, Cerebral Palsy, EMH, TMH, developmental delays, and learning disabilities and who are medically fragile.
- Design home treatment activities and train parents to implement activities effectively.
- Regularly conference with treatment/educational team and parents to discuss the student's progress and develop goals.
- Give presentations to elementary and special education staff covering topics, including: gross and fine motor development, writing skills, issues related to reading problems, and ADHD.
- Coordinate with private therapists to ensure consistent treatment.

- 8/91-6/97 **Itinerant Occupational Therapist**
Special Education District of Lake County (SEDOL), Gurnee, Illinois
- Performed developmental evaluations of SEDOL students, ages 3 to 21
 - Determined which services were suitable and designed Individual Education Plans
 - Presented evaluation results to the treatment/educational team and the student's parents
 - Provided individual treatment, group treatment and teacher consultation for students with Autism, PDD, Cerebral Palsy, EMH, TMH, and learning disabilities
 - Consulted with teachers and parents on mainstreaming students into regular classrooms
 - Gave presentations to elementary and special education staff; topics included gross and fine motor development, writing skills, issues related to reading problems, and ADHD

- 1/90-6/94 **Occupational Therapist**, Contracted part-time assignments
Comprehensive Therapeutics, LTD., Northbrook, Illinois
- Kiley Developmental Center – Waukegan, Illinois**
1/90-6/94
- Performed ADL and feeding evaluations for Developmentally Disabled Adults
 - Developed programs to be implemented by facility staff
- Lutheran General Hospital - Park Ridge, Illinois**
Summer 93
- Acute care OT services

- 10/88-6/91 **Occupational Therapist**
United Cerebral Palsy - Rubloff Center, Chicago, Illinois
- Provided treatment to individuals ages 3 to 21 with cerebral palsy in a school setting
 - Promoted to Therapy Department Coordinator; responsible for coordination of OT/PT services, infant program and adaptive wheelchair program
 - Participated in transdisciplinary staffings and staff development presentations
 - Site supervisor of OT students from UIC and PTA students from Oakton College

other work experience includes

- ◆ Pediatric Occupational Therapist (0-3 program) - Westgate Children's Center
- ◆ Psychiatric Occupational Therapist - Good Samaritan Hospital

education

Bachelor Of Science In Occupational Therapy, 1988
University of Illinois-College of Medicine, School of Associated Medical Sciences

American Occupational Therapy Association-National Registration, 1988
Illinois License # 555-123456

affiliations

American Occupational Therapy Association
National Board for Certification in Occupational Therapy (NBCOT)
Certification Number BB1 23456

Mark Hand, OTR/L

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