

# SAMPLE CHRONOLOGICAL RESUME

## Clyde Mountain-Lion

Colorado Springs, CO | 719-255-3340 | careers@uccs.edu | www.linkedin.com/in/uccscareercenter/

### Summary of Qualifications

Highly motivated team player with unquestionable work ethic and a drive for excellence. Known for compelling presentation style and ability to engage diverse populations. Innovative thinker; can work independently and in teams with demonstrated ability to create client loyalty and enthusiasm. Effective problem solver with strong communication skills. Creative marketing strategist well-versed in all forms of digital media and event planning.

### Skills & Capabilities

- MS Office Suite
- Leadership/Conflict management skills
- Personable/Approachable
- Organized/Attention to detail
- Multi-tasker capable of prioritization
- SEO Identification/Analysis
- Critical thinking/Decision making skills
- Web content management
- Client satisfaction capability
- Engaging oral presenter

### Education

#### Bachelor of Art in Communication

University of Colorado, Colorado Springs (UCCS)

Anticipated Graduation: May 2020

- Emphasis in Marketing, Minor in Business, GPA: 3.76, Dean's List

### Work & Related Experience

#### Banquet Server

*Clyde's Gastropub, UCCS, Colorado Springs, Colorado*

August 2018 – Present

- Greet and direct guests to dining areas and tables.
- Maintain working knowledge of food, health, safety and sanitation procedures.
- Provide the highest level of customer service possible.
- Respond to guest requests, supervisors and management in a timely manner.

#### Marketing Intern

*D.A Davidson Companies, Colorado Springs, Colorado*

May 2017 – August 2018

- Assisted with promotion of three events and posted directly to multiple media venues including Facebook, Twitter, Instagram, Snapchat and LinkedIn, increasing attendance by 13% from previous year.
- Created promotional materials for online marketing efforts with consistent branding message.
- Researched and analyzed marketing trends utilizing Google analytics.
- Provided comprehensive marketing plan with adopted recommendations enabling employer to cater marketing efforts to targeted populations; increased market share by 10%.

#### Marketing Research Class Project

*UCCS, Colorado Springs, Colorado*

January 2017 – May 2017

- Developed go-to-market strategies and marketing plans for named vertical/sub-vertical.
- Analyzed buying trends from a variety of data sources, determining areas of unaddressed market opportunity.
- Synthesized and translated data into cohesive marketing strategy.
- Developed vertical centric sales enabled assets and programs and created marketing strategy.
- Presented results at the end of the semester and was awarded a summer internship.

# SAMPLE COMBINATION RESUME

## Clyde Mountain-Lion

Colorado Springs, CO | 719-255-3340 | careers@uccs.edu | www.linkedin.com/in/uccscareercenter/

### Summary of Qualifications

Highly motivated team player with unquestionable work ethic and a drive for excellence. Skilled in market research and analysis. Known for compelling presentation style and ability to engage diverse populations. Innovative thinker; can work independently and in teams with demonstrated ability to create client loyalty and enthusiasm. Effective problem solver with strong communication skills. Creative marketing strategist well-versed in all forms of digital media and event planning.

### Skills & Capabilities

- MS Office Suite
- Leadership/Conflict management skills
- Personable/Approachable
- Organized/Attention to detail
- Multi-tasker capable of prioritization
- SEO Identification/Analysis
- Critical thinking/Decision making skills
- Web content management
- Client satisfaction capability
- Engaging oral presenter

### Education

#### Bachelor of Art in Communication

University of Colorado, Colorado Springs (UCCS)

Anticipated Graduation: May 2020

- Emphasis in Marketing, Minor in Business, GPA: 3.76, Dean's List

### Areas of Expertise

#### Market Research and Analysis

- Researched and analyzed marketing trends utilizing Google analytics.
- Developed go-to-market strategies and marketing plans for named vertical/sub-vertical.
- Analyzed buying trends from a variety of data sources, determining areas of unaddressed market opportunity.
- Synthesized and translated data into cohesive marketing strategy.
- Developed vertical centric sales enabled assets and programs and created marketing strategy.

#### Public Relations

- Assisted with promotion of three events and posted directly to multiple media venues including Facebook, Twitter, Instagram, Snapchat and LinkedIn, increasing attendance by 13% from previous year.
- Created promotional materials for online marketing efforts with consistent branding message.
- Provided comprehensive marketing plan with adopted recommendations enabling employer to cater marketing efforts to targeted populations; increased market share by 10%.

#### Customer Service

- Greeted and directed guests to dining areas and tables.
- Maintained working knowledge of food, health, safety and sanitation procedures.
- Provided the highest level of customer service possible.
- Responded to guest requests, supervisors and management in a timely manner.

### Work History

- College Student, University of Colorado, Colorado Springs, August 2016 – Present
- Banquet Server, Clyde's Gastropub, UCCS, Colorado Springs, Colorado, August 2018 – Present
- Marketing Intern, D.A Davidson Companies, Colorado Springs, Colorado, May 2017 – August 2018