

Marisol Matthews

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Objectives are needed only if education + experience ≠ job you are applying to.

Objective

To obtain an internship in Events Planning

Education

Bachelor of Arts, Communication Studies
Westmont College | Santa Barbara, CA

*List dates in chronological order.
Start chronological order over for each new category.*

May 2014

Related Experience

Sales and Catering Intern

Fess Parker's Doubletree Resort | Santa Barbara, CA

- Initiate projects with the Sales, Catering, and Convention Services departments
- Participate in client meetings, Pre-Convention meetings and site tours
- Gain a working knowledge of the hotel computer system (Delphi and Word) through creating letters and mail merges
- Liaison with vendors and guests over the phone to remedy potential complications
- Assist in servicing and programming a convention

January 2013 - Present

Administrative Assistant

Alpha Property Management | Downey, CA

- Complete various computer related tasks in Excel and Windows programs, including data entry, word processing, and chart making
- Compile quarterly reports of financial records for the U.S. Department of Housing
- Transcribe minutes at the Property Supervisors' weekly meetings
- Work flexibly with schedules of multiple Property Supervisors to assist in various capacities

May 2012 – December 2012

Start each bullet point with an action verb

Director of Service Organization

Westmont College | Santa Barbara, CA

- Successfully act as liaison between students and administration
- Present updates to the college's Parents Council, Alumni Council and Board of Trustees
- Write informative letters to prospective students and faculty members
- Work closely with a co-director and faculty advisor to assist a staff in decision making and troubleshooting
- Supervise over 30 service groups which attended the needs of students on campus, members of the local community, and people around the world
- Interview and selected staff members

May 2011 - May 2012

Child Care Program Coordinator

Anaheim Hilton and Towers, "Vacation Station" | Anaheim, CA

- Assist Public Relations Director in organizing informational packets and publicity for summer "Vacation Station" program
- Write informative memorandums to various departments within the hotel
- Train and supervise child care staff and enforced the Hilton Corporations service standards

May, 2010 - May 2010

SPECIAL HONORS AND AWARDS

- Dean's List. August 2009 – December 2009, January 2012 - May 2012
- Westmont Presidential Scholarship August 2011 - Present
- Omicron Delta Kappa Society Member January 2010 – May 2010
- Leadership Scholarship August 2009 – May 2010

Jane Smithⁱ

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Educationⁱⁱ

Bachelor of Arts, Theater Arts
Westmont College, Santa Barbara, CA

May 2018ⁱⁱⁱ

Professional and Related Experience

Writing Tutor^{iv}

Aug 2017 – Nov 2017

Westmont College, Santa Barbara, CA

- Utilized my writing competencies to assist fellow students. Focused on building student competencies rather than just editing individual papers
- Completed related job training class and applied strategies during in-person student appointments
- Worked in concert with Supervisor to review and edit handouts on best practices
- Outcome: Demonstrated consistency in work ethic and the application of writing principles to actual student work

Job/Experience #2

Dates Worked

Employer Name, Employer City State

- Describe how your work helped you understand and interact with customers or the public^v
- Describe how your work helped you work well with others in the company
- Describe how your work helped you understand organization and business practices and processes
- Outcome: This is a roll-up sentence of either A) what skills you developed or other things learned, or B) what your employer gained from your work

Job/Experience #3

Dates Worked

Employer Name, Employer City State

- Describe how your work helped you understand and interact with customers or the public
- Describe how your work helped you work well with others in the company
- Describe how your work helped you understand organization and business practices and processes
- Outcome: This is a roll-up sentence of either A) what skills you developed or other things learned, or B) what your employer gained from your work

Awards and Recognitions^{vi}

- Award or recognition here (ideally do not include high school awards/recognitions)

Volunteer and Other

- List things that speak to your character and community involvement

RESUME DESIGN NOTES (stick to one page):

ⁱ **Anchor the Eye:** The eye wants to start at the top left of the page. Help the reader “anchor” the eye (make it easy to see your name). Then, get everything else (address, objectives, etc.) out of the way to allow the reader to quickly flow to the things you bring to the table.

ⁱⁱ **Lead with Your Degree:** At this stage in your career, your degree is the first thing you should highlight. Unless you have a near perfect GPA don't list it. Most employers aren't interested in high school graduation information, so don't waste space on that.

ⁱⁱⁱ **Right Justify Using Tab Function:** Use Word (or other software) to create “Tabs” so that your dates are crisply lined up and justified on the right border.

^{iv} **Job Title First:** State the job title first and place the employer underneath. Jobs should be listed chronologically starting with the most current job.

^v **Strategic Bullet Points:** Don't just list the tasks you performed. Have a strategic objective with each bullet point and state the bullet point content in the context of a transferrable skill.

^{vi} **Awards, Recognitions, Volunteer and Other:** Use these sections to list other items. Section header titles can be edited to suit your need.
