

# Wartburg College Sample Resume

## Allison M. Smith

**CURRENT ADDRESS:** 100 Wartburg Blvd • Box 111 • Waverly, IA 50677 • (319) 000-0000

**PERMANENT ADDRESS:** 2148 R Ave • Waverly, IA 50577 • allison.smith@wartburg.edu

### EDUCATION:

Wartburg College

Expected Graduation: May 2014

Major: Mathematics

Minor: Economics & Marketing

Presidential Scholar

### RELEVANT COURSE WORK:

Probability and Statistics

Financial Markets and Modern Money

Actuarial Mathematics

Multivariable Calculus

Differential Equations

Principles of Economics

Principles of Marketing

Introduction to Computer Programming

**COMPUTER SKILLS:** Microsoft Word, Excel, Power Point

### WORK EXPERIENCE:

Math Lab Leader, Wartburg College, Waverly, IA

September 2012 - Present

- Communicated with other Math Lab consultants about important updates and meeting reminders.
- Performed any additional task needed, including organizing Math Lab related items, contacting professors, and improving training manual.

Food Services Employment, Wartburg College, Waverly, IA

September 2010 - Present

- Ensured the cleanliness of the dining area and food items during meals.
- Cleaned and sanitize all areas of the cafeteria after meals.
- Collaborated with other student workers to maintain the correct supply of food.

Sales Associate, Tommy Hilfiger, Williamsburg, IA

February 2012 - Present

- Recommended, selected, and helped locate or obtain merchandise based on customer needs and desires.
- Performed closing tasks such as counting money, balancing cash drawers and making deposits.
- Computed sale prices, total purchases and received and processed cash or credit payments.

### EXTRACURRICULAR ACTIVITIES:

Chapel Choir member

Service Trips participant

Computer Club member

Intramurals

Wartburg Scholarship Day Interviewer