

# Résumé Samples

The following samples have been created based upon national research and conversations with recruiters that hire Illinois State University talent. While you are not required to follow any of these formats, they are available as a resource to review while creating your own. If you have any additional questions after reviewing these formats, visit Career Services during drop-in hours or schedule an appointment with your career advisor.

## General guidelines:

- Create using a blank Word document.
- Use margin and font size adjustments, spacing, and headings to fit Résumé on one full page.
- Margins should be between .5” and 1”.
- Font size should be between 10-12 point, except for your name and section headings, which should be in larger font.
- See our Career Resource Guide’s Resume section for additional tips

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**CAREER SERVICES**  
*Illinois State University*

## NAME

Address

Phone

Email

### OBJECTIVE (optional)

Your objective should be a brief, concise statement that highlights the skills you can offer the organization. Avoid sentences.

### EDUCATION

Institution Name, City State

**Degree Title and Major(s)/Minor(s)**

Graduation Month/Year/or

Cumulative/Major GPA: XX/4.0; *Academic Honors*: List any honors      date range if no degree was received

*Related Coursework*: List courses that highlight unique skills/knowledge related to the position for which you are applying

Previous Institution Name, City State (if applicable)

**Degree**

Date

### RELATED EXPERIENCE

**Job Title**

Date(s)

Organization, City State

- Describe responsibilities and skills obtained in order of importance based upon job posting
- Start each bullet point with an action verb, then add skills and abilities developed while performing the task
- Experiences listed under 'Related Experience' should be related to the position you are applying to – customize your r sum  and reorder experiences based upon the position

**Job Title**

Date(s)

Organization, City State

- Quantify your experiences when possible
- Focus on key skills and qualifications highlighted in a job description and match your bullet points to those listed
- Bullet points should be clear, concise statements – no sentences

### OTHER HEADINGS (additional experiences categorized into appropriate sections)

**Job Title/Position**

Date(s)

Organization, City State

- Continue listing appropriate bullet points for experiences and skills gained; there are no rules that state you should have a certain amount of bullet points – it all depends upon the position you are applying for

### COMMUNITY SERVICE

Organization, City State

Date(s)

- Bullet points could also be added for community service experiences

### CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

Certification/Professional Association, Organization, City State

Date(s)

### SKILLS (optional)

Basic/Intermediate/Proficient in \_\_\_\_\_

## REGGIE REDBIRD

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Normal IL 61790  
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### EDUCATION

Illinois State University, Normal IL

#### **Bachelor of Science in Recreation Management**

May 2023

Cumulative GPA: 3.4/4.0

*Academic Honors:* Dean's List: Four semesters

*Related Coursework:* Fitness in the Recreational Environment, Advanced Recreation Programming, Recreation Leadership

Heartland Community College, Normal IL

Earned 30 credit hours

Aug. 2019 - May 2021

### RELATED EXPERIENCE

#### **Strength and Conditioning Assistant**

June 2022 - Present

Youth Training Center, Bloomington IL

- Develop conditional programs for youth ages 12-17
- Assist conditioning coach with supervision of speed and endurance programs
- Record and maintain strength and conditioning data

#### **Practicum Experience – Virtual**

Jan. 2021 - May 2022

Advocate BroMenn Wellness Center, Normal IL

- Coordinated and led group exercises including warmups and cool downs in a virtual environment
- Assessed participants' fitness testing and recommended exercise plans
- Presented educational seminars on stress management to groups of 8 – 10 adults on Zoom

#### **Fitness Volunteer**

Jan. 2020 - May 2021

Fallview Fitness Center, Normal IL

- Co-designed circuit workouts with supervisor for exercise fitness program operation (20 hours per week)
- Led and instructed 27 aerobics participants and integrated exercise knowledge into classes

### WORK EXPERIENCE

#### **Sales Representative**

Aug. 2021 – Dec. 2022

Read's Sporting Goods, Normal IL

- Trained new employees in day-to-day operations; completed store opening and closing procedures
- Contributed to increased customer sales through extensive product knowledge

### COMMUNITY SERVICE

YWCA Volunteer, Normal IL

Sept. 2020 - Jan 2021

- Staffed front desk and followed guidelines to ensure positive experience for members
- Assessed inquires and concerns; notified appropriate team member when necessary

### CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS

CPR and First Aid Certification, American Red Cross, Normal IL

Nov. 2021 - Present

Leaders in Fitness Education Club (LIFE), Member

Sept. 2021 - Present

# REGINA R. REDBIRD

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## SUMMARY OF QUALIFICATIONS

- Highly skilled personnel manager with 8 years of experience hiring, training, and managing diverse teams
- Professional written and interpersonal communication skills developed through weekly report writing, supervision, and training of staff
- Strong organizational, problem-solving, and teamwork skills
- Successful ability to simultaneously manage multiple tasks in a fast-paced work environment

## PROFESSIONAL EXPERIENCE

*ABC Company, Schaumburg IL*

### **Human Resources Associate Director**

Nov 2019 – Present

- Manage personnel, finance, and automated systems' activities
- Establish goals and objectives; set priorities for accomplishing overall organizational functions
- Assist supervisor in establishing and implementing unit and individual training goals and objectives
- Review completed personnel actions to ensure all policies and procedures are closely followed
- Assist department director with strategic planning and establishment of unit action plans
- Process background checks, coordinate drug screenings and expedite preparation of files

*XYZ Company, Chicago IL*

### **Regional Human Resources Manager**

June 2017 – Nov 2019

- Promoted to position
- Managed HR functions for 15 office locations and collaborated with corporate office to implement core programs
- Prepared and processed personnel files and payroll; maintained records and files
- Established performance management system for sales and recruitment process guidelines
- Served as principal administrator responsible for performance of a variety of technical, analytical, advisory, and coordinating duties for the director
- Served as key point of contact regarding recruitment and retention for the region
- Implemented new training program which streamlined training staff by more than 60%

### **Human Resources Specialist**

June 2014 – June 2017

- Recruited and interviewed candidates; contact references and performed background checks on finalists
- Consulted with managers to identify employment needs; managed employee personnel files via online platform

## EDUCATION

*Illinois State University, Normal IL*

May 2014

### **Bachelor of Science in Business Administration**

Career Competency: **Human Resource Management**

## CONTINUING EDUCATION AND TRAINING

Certificate – Innovation and Change Management – Northwestern University School of Continuing Studies

Attended multiple seminars on management and leadership through the Management Association including goal setting, conflict resolution, and mentoring

## PROFESSIONAL AND COMMUNITY AFFILIATIONS

Management Association

Dec 2017 – Present

Board Member, Boys and Girls Club of Chicago

June 2016 – Present

Recipient, City of Chicago Neighborhood Economic Development Award

Feb 2015

Human Resources Management Association of Chicago

July 2014 – Present

## LANGUAGES AND SKILLS

Spanish: Intermediate (reading, writing, speaking)

Computer: Proficient in PeopleSoft Systems, Kronos and Microsoft Office

# Granny Smith-Apple

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## EDUCATION

*Illinois State University, Normal IL*

**Bachelor of Science in Information Systems**

May 2023

Sequence: **Web Application Development**

Cumulative GPA: 3.68/4.00

*Illinois Central College, East Peoria IL*

**Associates Degree in Science**

December 2021

## TECHNICAL SKILLS

**Software:** Nessus, Splunk, NMap, Wireshark, Win PCAP, VMWare, Tivoli Storage Management, Microsoft SCCM, Windows Deployment Services(WDS), Windows Server Update Services (WSUS), Dream Weaver, Visual Studio, Eclipse, Office 365, AirWatch, CryptoPrevent, VS Code, Atom, NetBeans, Unity

**Hardware:** Windows Servers, Workstations, Laptops, Tablets, Arduino, Raspberry Pi

**Cloud-based Applications:** AWS, MS-Azure

**Operating Systems and Other Systems:** Windows Server /2016, Microsoft SQL Server 2016, iOS, Android, Active Directory, Group Policy, Linux

**Languages:** Python, SQL, HTML,C, C++, C#, CSS, JavaScript, Oracle, Java, PowerShell

## INTERNSHIP AND RELATED EXPERIENCE

*Freelance Computer Design and Repair, Peoria IL & Normal IL*

**Consultant**

May 2021 - Present

- Design and create websites and applications for clients
- Train computer literacy to clients on a one-to-one basis
- Set-up computers and other technological equipment for individuals and small businesses
- Repair simple and complex hardware/software problems

*Illinois State University, Normal IL*

**Intern, Student Affairs Information Technology – Virtual (Zoom/Microsoft Teams)**

January 2021 - May 2021

- Monitored server health and functionality, looking for anomalies that could affect server performance
- Charted usage of new devices being implemented within Student Affairs Division for use in future hardware needs
- Created user documentation for the creation of a clustered storage system to be used by Student Affairs departments

## LEADERSHIP ACTIVITIES

*Tau Kappa Epsilon, Illinois Central College, East Peoria IL*

**Philanthropy Chair**

August 2019 - December 2020

- Ran several philanthropies including *The Great Pumpkin Food Drive*, which aided a local food pantry
- Collaborated with other fraternities and sororities to encourage involvement in the community and Greek life on campus

## OTHER WORK EXPERIENCE

*Walmart, Normal IL*

**Cashier**

March 2018 - January 2020

# Cinderella 'Cindy' Tremaine

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Normal, IL

## Education

Illinois State University, Normal IL

**Bachelor of Arts and Sciences, History**

December 2024

Minor: **Political Science**; Career Competency: **Public Policy Analysis**

Cumulative GPA: 3.3/4.0

## Related Coursework

Politics and Public Policy, Department of Politics and Government

Spring 2022

- Co-researched and composed term paper on balancing state budgets and tax reform with classmates
- Co-presented synopsis of term paper to class

## Pre-Professional Experience

Washington Community High School, Washington IL

**Teacher's Assistant**, U.S. History

September-December 2022

- Assisted teacher in prepping for class and ensured students stay on task during class
- Reviewed and organized assignments turned in by students; communicated missing assignments with teacher
- Provided meaningful critiques on students' group projects; followed up with groups to ensure changes were made
- Clarified concepts pertinent to the subject matter one-to-one with students as needed

Unity Community Center, Normal IL

**Youth Center Volunteer**

February 2022-August 2022

- Provided assistance to childcare professionals
- Monitored elementary-aged youths and gave aid in their school assignments

## Leadership Experience

Anime Club, Illinois State University, Normal IL

**Club President**

April 2021-May 2022

- Guided discussion with Board of Officers during meetings to maintain focus of agenda items
- Directed fundraising and public relations projects
- Resolved conflicts between members as needed
- Facilitated a safe and healthy environment for members

## Work Experience

Events Management, Dining and Hospitality, Illinois State University, Normal IL

**Pots and Pans Washer**

September-December 2021

- Coordinated work efforts with coworkers; supported new employees in learning to do their jobs
- Executed multiple tasks in a short span of time adhering to kitchen sanitation guidelines

# Maggie Redbird

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## Education

Illinois State University, Normal IL May 2022  
**Bachelor of Science in Human Resource Management**  
Cumulative GPA 3.75/4.0; Dean's List: Five semesters

Harper College, Palatine IL May 2019  
**Associate of Arts with a Business Administration Emphasis**  
Cumulative GPA 3.94/4.0; Summa Cum Laude graduate

## Related Experience

**Human Resources Assistant Intern**, Amazon May 2021 - July 2021  
Waukegan, IL

- Led new hire orientation and onboarded over 100 new employees
- Collaborated with Amazon's HR Development team to create 10 new online trainings for HR personnel
- Engaged employees and found innovative ways to voice their concerns and problem solve
- Motivated employees through on-site events to increase attendance such as an on-site picnic, raffles, and served lunches
- Explained paid time off, employee portals, policies, and procedures to new and existing employees
- Navigated human resources information systems effectively (MyTime, Excel, PeopleSoft, and Oracle)
- Paid attention to detail while fixing employee time cards and schedules

**Human Resources Recruiter Intern**, American Red Cross Jan 2021 - April 2021  
Peoria, IL

- Shared the essential functions of American Red Cross while co-leading new employee orientation
- Demonstrated proficiency in HR software Workday by performing sourcing, screening, and scheduling tasks
- Recruited candidates and conducted phone screens for paid positions, internships, and volunteer positions
- Interviewed potential candidates for internship and volunteer positions for the Heart of America Red Cross region

**Human Resources Intern**, Sonnenberg LLC Oct 2020 - Jan 2021  
Pleasant Prairie, WI

- Brainstormed recruiting ideas and redeveloped Sonnenberg's current recruiting process to reach new potential employees
- Reviewed résumés and cover letters as an active member of the hiring and recruiting process
- Conducted phone interviews, analyzing candidates' qualifications that will enhance the company
- Handled confidential employee information in the act of organizing files and updating their employee filing system

## Work Experience

**Career Ambassador**, Career Services, Illinois State University Aug 2021 - Current  
Normal, IL

- Revised and provided constructive criticism effectively to college students receiving résumé and cover letter reviews
- Delivered presentations to undergraduate students and organizations on résumés, LinkedIn, and professionalism
- Promoted Career Services and assisted during university-wide events such as internship and career fairs

**Front Desk Staff and Lab Monitor**, School of Information Technology, Illinois State University Jan 2020 - May 2020  
Normal, IL

- Delivered excellent customer service by answering questions in person and over the phone
- Helped students and faculty by performing clerical duties and directing students throughout the School
- Facilitated policies and procedures while checking students into the School of IT computer labs

**Marketing Analyst Intern**, Logical Position Jun 2019 - Aug 2019  
Deer Park, IL

- Increased clients' search engine rankings as part of the search engine optimization team
- Exhibited understanding of Google Analytics, Google Keyword Planner, SEMRush, and Ahrefs
- Developed content for clients that is used and published on their professional websites
- Earned Google AdWords certification and demonstrated proficiency in Microsoft Office

## Leadership and Involvement

**Team Captain**, 1<sup>st</sup> place team in the Illinois State SHRM Case Competition April 2022

Member, Society for Human Resources Management (SHRM) Illinois State University Chapter Sept 2020 - May 2021

Business Week Mentor, Illinois State University's College of Business Aug 2020 - Dec 2020

**Director of Social and Service**, Illinois State University's Women in Business Organization Aug 2019 - May 2020

# Reggie R. Bird

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## OBJECTIVE

To obtain a business teaching position; willing to assist with student government and high school athletics

## EDUCATION

Illinois State University – Normal IL

**Bachelor of Science, Business Education**

May 2024

**Endorsements:** Business, Marketing, Computer Education

License: Professional Educator License

## PRE-PROFESSIONAL EXPERIENCE

McLean County Unit District #5 – Normal IL

**Student Teacher, Normal Community High School (10 Weeks)**

January 2024 – March 2024

- Classes Taught: Introduction to Business, Business Management, Work Program, Internship Program
- Created daily lesson plans for each class that included a variety of teaching strategies
- Modified teaching styles and strategies to follow and adapt to specific IEP, 504, and ESL learning students
- Utilized Skyward to monitor, input and organize grades
- Facilitated an engaging classroom environment where students were encouraged to participate and express emotion
- Assisted Senior Class Board in preparing senior-related end of year activities

**Student Teacher, George L. Evans Junior High School (6 Weeks)**

March 2024 – May 2024

## LEADERSHIP, STUDENT ACTIVITIES AND INVOLVEMENT

College Mentors for Kids Student Organization, Illinois State University, Normal IL

**Treasurer**

August 2023 – December 2023

- Reconciled bank accounts and collaborated with executive team to determine budget

**President**

August 2022 – August 2023

- Directly supervised day-to-day functionality and operations of volunteer program
- Managed and organized staff of 35 college leaders and 180 college mentors
- Facilitated bi-weekly staff meetings with planned agendas and team-building activities
- Justified spending and saving assets to line up with \$30,000 fundraising budget
- Ensured a positive, engaging experience for families of children in program through clear communication

**General Manager**

August 2021 – August 2022

Member

September 2020 – Present

Pi Omega Pi Business Teacher Education Honor Society, Illinois State University, Normal IL

**National Organization Student Representative**

April 2022 – April 2023

**Illinois State Chapter Vice President**

August 2021 – December 2021

Alternative Breaks

- Atlanta, GA – Service Project: Homelessness and At-Risk Youth March 2023
- Nairobi, Kenya – Service Project: HIV/AIDS Education and Poverty May 2023

## COACHING EXPERIENCE

**Assistant Sophomore Baseball Coach, Normal Community High School, Normal IL**

Spring 2024

- Developed and supervised drills in absence of coach

**Assistant Baseball Freshman Coach, University High School, Normal IL**

Spring 2022

**Head T-Ball Coach, Towanda Park District, Towanda IL**

Summer 2022

**Baseball Instructor/Camp Assistant, Homerun Sports and Fitness, Bloomington IL**

Summers 2016 – 2021

## CERTIFICATIONS

- Human Kinetics Coach Education, ASEP Coaching Orientation 2E February 2024
- Human Kinetics Coach Education, IHSA Sport First Aid February 2024



# STEVEN A. SPIELBIRD

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## EDUCATION

Illinois State University  
Bachelor of Fine Arts

Normal, IL  
May 2022

Major: **Theatre Studies - Theatre Management**

Cumulative GPA: 3.7/4.0

## THEATRE EXPERIENCE

*Blue Man Group Chicago*

Chicago, IL

**Ticket Sales Representative**

Summers 2019 – Present

- Complete telephone and walk-up ticket sales refining client relations
- Work directly with customers at Will Call window just before show time
- Resolve discrepancies between patrons and ticket suppliers efficiently and professionally
- Collaborate with upper management on ways to run more efficiently while cutting costs

*Community Players Theatre*

Bloomington, IL

**Production Assistant**

Aug. 2020 – May 2021

- Tended to immediate needs of artists
- Helped prepare for theatre tours by creating checklists and compiling necessary items
- Aided well-known acts such as Dave Matthews Band and Willie Nelson
- Executed stage preparation for large casts including Beauty and the Beast (National Tour)

*2nd Stage Theatre*

New York, NY

**Box Office Representative**

Summer 2018

- Handled daily and advanced ticket sales
- Operated subscription-based ticketing program to handle the functions of multiple shows
- Maintained tickets sales reports and communicated profits to general manager

## LEADERSHIP, ORGANIZATIONS, & ACTIVITIES

*University Program Board, Illinois State University*

Normal, IL

**Event Production Manager**

Fall 2020 – Present

- Lead, encourage, and motivate student volunteers and paid staff to create an inviting environment
- Direct and coordinate all logistics of preplanning, set up, and execution during events

*Illinois State University Theatre Association (ISUTA)*

Normal, IL

**Vice President**

Jan. 2019 – Aug. 2019

- Promoted events targeted toward individuals from a wide variety of backgrounds

## ADDITIONAL WORK EXPERIENCE

*Culver's*

Bloomington, IL

**Cashier**

Aug. 2019 – May 2020

- Responsible for handling financial transactions
- Collaborated and communicated as part of a large team of other workers

## Objectives and Research Interests

Seeking GIS and remote sensing-oriented employment that will utilize background in biology and geographical research including experimental design, statistical analyses, grant writing, professional scientific presentations and publications while building collaborative networks.

Research interests include community-based conservation, GIS and Remote Sensing and applied science. Would particularly like to incorporate the use of technology to solve local conservation issues. Previous work has incorporated African conservation, field work and lab-based research.

## Education

Illinois State University, Normal IL

May 2023

**Master of Science in Biology**, School of Biological Sciences

**Biology Geographic Information Systems (GIS) Graduate Certificate**

Thesis title: *Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of East-Central Africa*

- Quantified environmental stress in *Lophuromys aquilus*, the dark-colored brush-furred rat, in an area of high biodiversity and conservation interest in order to assess effect of anthropogenic impact

Coursework: Advanced Statistics, Biostatistics, Conservation Biology, Geographic Information Systems, Remote Sensing Independent Study

GPA: 4.0/4.0

University of Delaware, Newark DE

May 2019

**Bachelor of Science in Wildlife Conservation, Biology minor**

Cumulative GPA: 3.8/4.0; Honors Degree with Distinction; Dean's List: Eight semesters

Study Abroad, Tanzania

Summer 2018

- Coursework included Community-based Conservation and Conservation of African Wildlife

## Instrumentation Experience/Skills

Geographic Information System software (ArcMap and ArcCatalog)

Remote Sensing software (ERDAS and ENVI)

SAS software

TPS and IMP morphometric software

## Languages

Spanish: Basic (reading, speaking)

## Pre-Professional Academic Experience

Biology Undergraduate Independent Study

Spring 2019

- Coached students in Nairobi, Kenya virtually through project implementation, literature review, scientific writing GIS Workshop, Mapping of Resources for Development-RCMRD
- Collaborated with African students and developed professional contacts within the African GIS and conservation community

Geometric Morphometrics Workshop, Berkeley, CA

July 2019

- Learned use and application of morphometrics in biological research

## Publications

Mouse, M., J. L. Bowman, and N. Nazdrowicz, *Feasibility of using spot pattern to identify individual long-tailed salamanders*. (2017) In review: Herpetological Review.

## Research Experience

University of Delaware, Newark DE

Aug 2018 – May 2019

- Assisted in design and execution of songbird surveys

University of Delaware, Newark DE

Aug 2017 – May 2018

- Assisted with salamander mark-recapture field work and data management

## Pre-Professional Teaching Experience

### Graduate Assistant/Instructor, Ecology

Aug 2019 – May 2023

- Instruct laboratory and field components of course (one or two sections per semester) for sophomores, juniors and seniors
- Assisted in redesign of laboratory syllabus, including introduction of one new lab and modifications for several others

### Teaching Assistant, Molecular and Cellular Biology

Spring 2019

- Laboratory instructor (two sections per semester)
- Introduction to university-level biology lab-based experiments and exercises for freshmen

### Peer Mentor, University of Delaware

Fall 2018

- Taught class that mentored freshmen on university life
- Acted as liaison between students and university personnel, and informed students about available resources and facilities

### Technology Assistant, Pearson Computing Site, University of Delaware

Sept 2016 – May 2017

- Supervised computer lab for students and provided technical support for classes

## Selected Posters

- Mouse, M., J. Kostelnick, and S. Loew. 2019. Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of Africa. Symposium on Biomathematics and Ecology Education and Research, Normal IL
- Mouse, M., J. Kostelnick, and S. Loew. 2019. Fluctuating asymmetry as an indicator of anthropogenic impact across the Albertine Rift of Africa. AAG Annual Meeting, Washington D.C.

## Selected Presentations

- Mouse, M. Rwanda Travel, December 2018. Africa Council Presentation, Field Museum of Natural History, Chicago IL
- Mouse, M., S. Loew. April 2019. Fluctuating asymmetry as an indicator of habitat degradation across the Albertine Rift of East-Central Africa. BEES Brown Bag, Normal IL

## Selected Fellowships/Grants

Association of American Geographers Fellowship (AAG-MyCOE)

Summer 2022

- NSF-funded fellowship research in Africa; goal to increase African geographic knowledge and provide the tools and technology to facilitate local biodiversity initiatives
- Increased GIS and remote sensing capacity, restructuring avian monitoring protocol and facilitation of data entry and statistical analysis

African Council Grant, Co-PI with S.S. Loew

Summer 2020

- Field Museum, Chicago; amount received: \$2500

## Organizations

Member, Phi Sigma, Sigma Xi (National Biological Honor Society)

Member, Association of American Geographers

Member, The Society for Conservation GIS

Member, Society for Integrative and Comparative Biology

# BRIANA B. BRAIN

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## EDUCATION

Illinois State University

**Bachelor of Science in Psychology**

Minor: Criminal Justice

Cumulative GPA: 3.85/4.0; Member, Honors Program

Normal, IL

May 2022

## RESEARCH EXPERIENCE AND RELATED COURSEWORK

Department of Psychology, Illinois State University

Normal, IL

### **Research Capstone Project**

Aug 2021 – Present

- Co-develop research project hypothesis and create faux data for assignment with classmates
- Analyze variety of data using SPSS technologies to report and interpret statistical research
- Collaborate with fellow group members and delegate research sections for each member to present

### **Research Apprentice, Drs. R. Redbird and A. Milner**

Aug 2019 – Present

- Completed CITI training in required time frame
- Review a variety of previous literature on assigned research topics
- Assist with data collection and positively coordinate with other participants
- Code and enter data into data analysis software (SPSS)
- Present findings at Illinois State University's *Undergraduate Research Symposium*

## TEACHING ASSISTANT EXPERIENCE

Department of Psychology, Illinois State University

Normal, IL

### **Teaching Assistant, PSY 213 (Lifespan Development)**

Aug 2021 – Present

- Communicated information to undergraduate students regarding class schedules and assignments
- Graded and entered assignments into gradebook via online platform
- Assisted professor with preparing for class assignments and lectures
- Facilitated review sessions for students; administered tests in absence of professor

### **Teaching Assistant, PSY 215 (Educational Psychology) – Virtual (Zoom)**

Jan 2021 – May 2021

- Conducted literature research opportunities to update course work for 25 students
- Organized resources to be used to update course content with professor during weekly meetings
- Attended virtual classes weekly to track attendance and complete minor administrative work

## LEADERSHIP AND WORK EXPERIENCE

Event Management, Dining, and Hospitality, Illinois State University

Normal, IL

### **Student Manager, McAlister's**

Jan 2020 – Present

- Promoted to position
- Provide excellent training to new employees on cashier, food service, and preparation duties
- Delegate tasks as needed to student employees to ensure organization in daily service
- Document student employee infractions and communicate to immediate supervisor
- Monitor inventory and communicate with supervisor as new stock is required

### **Cashier, McAlister's**

Aug 2019 – Jan 2020

- Positively greeted and assisted customers with orders and inquiries at the register
- Adhered to food safety protocols by following sanitary guidelines on food presentation
- Properly managed and balanced credit cards and cash drawers

## STUDY ABROAD EXPERIENCE AND ACTIVITIES

Student Psychology Association, Illinois State University

Normal, IL

### **Active Member**

Sept 2018 – Present

- Collaborate with members to network in psychology and provide service events for the community

Central America Sociology

Panama City, Panama

### **Study Abroad Program**

Summer 2019

- Assisted in local orphanage with administrative duties

# Annemaria ‘Anne’ McDonald

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## EDUCATION

Illinois State University

Normal IL

**Master of Science in Hydrogeology**

May 2025

Cumulative GPA: 3.9/4.0

**Thesis:** *Evaluating the removal of nitrate from a low gradient third order agricultural stream*

University of Wyoming

Laramie WY

**Bachelor of Science in Physical Geography**

May 2021

## PUBLICATIONS

Rodriguez, P.N., Peters, R.L. (2018), “Evaluating the Role of Sinuosity in Nitrate Removal from Little Kickapoo Creek,” Geological Society of America Abstracts.

## RELATED RESEARCH AND WORK EXPERIENCE

*Department of Geography – Geology, Illinois State University*

Normal IL

**Teaching Assistant**

August 2023 – May 2024

- Instructed and prepared weekly Principles of Geology laboratory for up to 90 students
- Explained geologic concepts to students on an individual basis during office hours
- Assessed student learning and offered study sessions as needed
- Maintained class’s online presence and managed communications via platform messaging system

**Field/Research Experience**

August 2022 – May 2023

- Gathered and investigated field data for use in construction of conceptual models
- Collected and interpreted stream gauging, aquifer and slug test data
- Prepared, conducted, and tested laboratory analysis of water samples
- Presented findings to team via weekly meetings

*Rockford Map Publishers*

Belvidere IL

**Customer Service Representative**

November 2022 – August 2023

- Addressed customer calls regarding plat book errors; organized and maintained copyright licensing database

*Analytical Surveys Inc.*

Colorado Springs CO

**Geographic Information System Specialist**

May 2021 – November 2022

- Executed data capture and attribution from source documents

**Task Lead**

- Led training of new employees in software and project specifications; communicated staff technical issues
- Oversaw quality control for a division of 120 employees including training sessions

**Geographic Information System Technician**

- Prepared documents for conversion into a GIS

## PROFESSIONAL MEMBERSHIPS

The Illinois Groundwater Association; Geological Society of America; National Ground Water Association

## SOFTWARE

MODLFLOW

Phreeqc

ESRI ArcGIS

SigmaPlot

OTIS

ENVI MATLAB

AQTESOLV

Aquachem

Surfer

Canvas

MS Office

R

## EQUIPMENT

Hydrolab MiniSonde 4a

Drone Imaging

Dionex Ion Chromatograph

Nikon pulse laser Total Station

Flomate Flometer

Pressure transducers

Data loggers

ESRI GPS

Submersible pumps: Grundfos 2, 4 and Redi Flo Variable Frequency Drive

Water quality meters: YSI Model 63, 85, 6600 and 5000

# Regina T. Redbird

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## EDUCATION

Mennonite College of Nursing, Illinois State University, Normal IL

**Bachelor of Science in Nursing**

May 2024

**Minor in Spanish**

Cumulative GPA: 3.5/4.0

## RELATED EXPERIENCE

**OSF Healthcare St. Joseph Medical Center, Bloomington IL**

May 2023 – Present

**Emergency Department Nurse Intern**

- Advanced knowledge and skills in providing patient care by collaborating with interprofessional unit staff
- Performs basic nursing procedures appropriate for the age and development of the patients served on assigned unit including head to toe assessments, taking vital signs, transfers, bathing, dressing, and general ambulation
- Performed duties of a Certified Nursing Assistant, to aid on the unit
- Complete weekly hospital rotations in Cath Lab, Surgical Department, Ambulatory Care Center
- Operate EKGs, telemetry, Epic hospital software

**Nursing Simulation Lab, Illinois State University Normal IL**

August 2022 – May 2023

**Lab Assistant**

- Worked alongside a nursing professor in clinical skills lab to assist the learning experience
- Simulate nurse-patient scenarios to clarify nursing skills to the underclassmen

## CLINICAL EXPERIENCE

**OSF St. Francis, Peoria IL**

Spring 2023

Inpatient Unit for Serious Mental Illness/Serious Mental Disturbances

- Coordinated community meetings and nurse's group with the patients.

**Bloomington High School, Bloomington IL**

Fall 2022

- Recruited nine community organizations targeting teen pregnancy prevention and promoted healthy relationships

**Advocate BroMenn Medical Center, Normal IL**

Spring 2022 – Fall 2022

Cardiovascular Care Unit, Mother/Baby Unit

**Evergreen Place Assisted Living, Champaign IL**

Spring 2022

Long Term Care Unit

**Springfield Memorial Hospital, Springfield IL**

Fall 2021

Medical/Surgical Unit

- Observed Registered Nurses, Licensed Practical Nurses, and Healthcare Technicians in a hospital setting
- Listened and communicated with nurse preceptor to enhance the educational experience

## WORK EXPERIENCE

**Tutor**

January 2022 – May 2023

Karin L. Bone Athletics Study Center, Illinois State University Normal IL

- Tutored in academic content areas and shared college experiences to members in hopes of broadening student aspirations

**Salad Bar Attendee**

August 2021 – January 2022

Event Management, Dining and Hospitality, Illinois State University, Normal IL

## ACTIVITIES, ORGANIZATIONS, AND AWARDS

**Virginia Mosbacher Endowed Scholarship:** Mennonite College of Nursing

August 2023

**Astronomy Club,** General Member

October 2022- Present

**Honors Program:** Independent Honors Study, Spring 2022

August 2022-Present

**Student Nurses Association**

August 2021-Present

## SKILLS AND CERTIFICATIONS

Proficient in Meditech and Epic hospital software

Certified Nursing Assistant

March 2023

Basic Life Support for Healthcare Providers Certification

Expires: June 2023

# Maggie Milner

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## Education

Illinois State University, Normal IL

May 2023

**Bachelor of Science, Interdisciplinary Studies - Human and Educational Services Sequence**

Study Abroad: University College Dublin, Dublin, Ireland

May-June 2022

Cumulative GPA: 3.47/4.0; Dean's List: Two semesters

## Work Experience

Fox Valley Special Recreation Association, Aurora IL

Summers 2020-Current

**Inclusion Aid and Day Camp Counselor**

- Assist adults with severe and profound disabilities in a wide range of life skill development and therapy
- Create opportunities for inclusive leisure and recreational activities
- Manage and direct groups of children and adults with diverse and complex needs
- Develop relationships and effectively communicate with campers along with parents and guardians

Illini Elite Volleyball Club, Bloomington IL

Aug. 2020-Nov. 2021

**Head Coach**

- Corrected and instructed on skill development in all areas
- Ran drills at practices and tournaments to foster skill growth in an encouraging and positive environment
- Supervised and directed other adult assistant coaches

Dan Ross Allstate Insurance Agency, Geneva IL

Summers & Breaks, May 2016-Aug. 2019

**Customer Service Representative**

- Ensured correct and organized completion of clerical and administrative duties
- Managed financial transactions with accuracy to decrease costs benefitting both clients and agency owner
- Comprehended and completed necessary documentation, proof of insurance, or other official paper work
- Collaborated with office staff to monitor, maintain, and grow retention and sales revenue
- Fielded compliments and complaints with excellent customer service in both oral and written communication
- Fostered positive working relationships and public image with local businesses and companies in the community

## Extracurricular Involvement

Zeta Tau Alpha- Eta Phi, Illinois State University, Normal IL

Sept. 2019-Current

**Active Member**

- Collaborated with membership to raise funds for breast cancer education and awareness

Partners in Reading, Normal Public Library, Normal IL

Sept. 2019-May 2021

**Volunteer Reading Tutor**

- Assessed reading ability for at-risk readers grades 1-5 while using different strategies to support fluency and comprehension

Boys and Girls Club of Bloomington, Bloomington IL

Sept. 2019-Dec. 2021

**Teen Program Volunteer**

- Tutored in academic content areas and shared college experiences to members in hopes of broadening student aspirations

## Honors & Awards

**Recipient**, The Isabelle S. Purnell Memorial Endowed Scholarship for Future Teachers

Aug. 2019

# REILLY REDBIRD

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Any Town, IL

309-111-5555

## EDUCATION

Illinois State University  
**Bachelor of Arts Degree**  
**Major: Public Relations**  
**Minor: Spanish**  
Cumulative GPA 3.0/4.0

Normal, IL

May 2023

## SALES SKILLS

- Contributed to increasing the average dollar sales at retail organization through product knowledge, demonstration, and point-of-sale recommendations
- Participated in group project to prepare promotional materials and advertising for the purpose of recruiting new members into the University's Student Alumni Association

## COMMUNICATION SKILLS

- Created and edited press releases for Pittsburgh-based hospital; composed feature, sports, and editorial pieces for the Illinois State student newspaper; worked with the University's Student Orientation Staff
- Conducted weekly meetings and presentations with sorority representatives and Greek Life Coordinator in preparation for Panhellenic Rush involving several hundred students

## ORGANIZATIONAL AND MANAGERIAL SKILLS

- Handled purchases and returns; prepared in-store marketing for a national retail corporation; trained new employees; performed business transactions; and provided effective customer relations at a restaurant
- Worked directly with Greek Life Coordinator for one year to coordinate and carry out sorority rush
- Effectively acclimated a community of 20 freshmen women to college life through regular interpersonal and group contact, educational and social programming, and enforcement of college policy

## INTERNSHIP AND WORK HISTORY

Allegheny University Hospitals, Pittsburgh PA

Summer 2021

### **Communications Intern**

Bath & Body Works, Bloomington IL

September 2020 – May 2021

### **Sales Associate**

Illinois State University, Normal IL

Academic Semesters Fall 2019 – Spring 2020

### **Resident Assistant**

Lou's Restaurant, Reese IL

May 2018 – August 2019

### **Manager**

- Promoted to position in May 2018 from server role

## LEADERSHIP AND SERVICE

**Member**, National Social Sorority, Illinois State University

May 2021 – April 2022

**Chair**, Public Relations and Executive Board, Panhellenic Council

August 2020 – May 2021



# G.I. Joey Bird

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joebirdgi@gmail.com

## Education

Illinois State University, Normal IL  
Bachelor of Science Degree in Computer Science May 2024

Lincoln Land Community College, Springfield IL  
Associate of Science Degree May 2021  
GPA: 3.5/4.0

## Military Experience

*Illinois Army National Guard, Springfield IL*

**Private First Class, Construction Equipment Repairer** May 2020-Present

- Maintain and repair heavy equipment including trucks and bulldozers to ensure safety of fellow service members
- Replace parts within National Guard vehicles and equipment by identifying mechanical problems via visual and mechanical tests
- Cooperate and work with team of equipment repair team to repair machinery quickly and effectively

**Private, Helicopter Repairer** June 2019-May 2020

- Serviced helicopter and aircraft systems to provide Army with safe and ready to fly aircrafts
- Prepared aircrafts for routine inspections maintenance to ensure a smooth process of repair and return
- Collaborated with team of 5-6 helicopter repairers to assist in diagnoses of problems with aircrafts

## Work Experience

*Illinois State University, Watterson Towers, Normal IL*

Front Desk Associate October 2021-Present

- Answer questions in person and over the phone to provide needed information to students and others
- Greet and check in guests of students as well as prospective students and their families on campus visits
- Maintain clean work environment by following Illinois State University's COVID-19 cleaning protocols

*Elgin Park District, Elgin, IL*

Summer Camp Counselor June 2021- August 2021

- Collaborated with seven peers to create crafts and activities that correlated with weekly themes.
- Supervised children between the ages of five through twelve.
- Communicated with parents regarding questions or concerns.
- Managed six children between the ages of five through twelve on pool days and field trips.

## Organizations and Activities

*Illinois State University, Club Basketball, Normal IL*

Team Member September 2021-Present

- Participate in club games and practices as a team, network with teams from other schools
- Fundraise for local charities by organizing on-campus fundraising events focused on bringing awareness to poverty in the community
- Recruited and coordinated volunteers for the annual Fun with Hoops community tournament