

STUDENT & INTERNSHIP RESUME SAMPLE

Note: Once you've filled out the template, check to see how well it matches the job description (Don't forget to delete this when using)

Emmanuel Alexandre

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OBJECTIVE: To obtain a Human Relations internship at Sun Corporation contributing my strong administrative, interpersonal and organizational skills to ensure optimal employee satisfaction, under the supervision of HR Manager.

EDUCATION

Trinity Washington University, Washington, DC

Bachelor of Arts in Human Relations | Expected graduation: May 2020 | GPA: 3.5

RELEVANT COURSEWORK

Introduction to Human relations, Introduction to Social Work, Communication and Human Relations, Human Relations in a World of Diversity, Business Ethics and Social Responsibility, Maintaining a Productive Workplace, Research methods of Human Relations, Group Counseling

CERTIFICATES & AWARDS

Mellon Foundation Summer Research Award, Trinity Washington University, June 2019

SHRM – CP Human Resources Certificate, Trinity Washington University, April 2018

EXPERIENCE

Trinity Washington University, Washington, DC

08/17-Present

Peer Mentor

- Advise peers and address their concerns and questions in a compassionate, encouraging manner.
- Facilitate events on campus to promote critical dialogue, networking, and academic engagement.
- Collaborate with 50 other peer mentors, 3 supervisors, and individual faculty and staff.
- Assist with weekly course taught by advisor for first-year students focused on developing successful student habits.

Gap Inc., Washington, DC

11/15-01/17

Sales Associate

- Managed merchandise, exchanges, refunds, and bill adjustments of up to 10,000 per week.
- Answered customers' questions daily about products, prices, availability, and credit card terms.
- Resolved customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, and adjusting bills.

CO-CURRICULAR & LEADERSHIP ACTIVITIES

University of District of Columbia (UDC), Washington, DC

11/17-Present

- Selected to attend CUA conference in San Francisco, California.
- Designed and maintain online forum of "Proud Community College Supporters" for students and stakeholders to share success strategies and dispel stigma about community college education.

Red Hook Youth Court, Washington, DC

09/14-06/16

- Advocated for defendants in misdemeanor trials and proposed sanctions based on youth and community development principles.

SKILLS & INTERESTS

Fluent in Spanish

Excellent written and verbal communication

Education, Teaching, and Adolescent Development

Proficient in Microsoft Office Suite, Social Media, and ePortfolio

Office Management

Music, Film, and photography