

Molly Jones

810 Commons Circle, Mount Vernon, IA 52314
MJones12@cornellcollege.edu
(345) 123-6789

EDUCATION

Bachelor of Arts in Biology May 2012
Cornell College, Mount Vernon, IA
GPA: 3.94

Study Abroad:

Independent Study of Comparative Education in Tokyo, Japan October 2009

Biology 485: Fire Coral Research in Andros, Bahamas February 2011

HONORS

Dean's List with highest honors June 2008, 2009, 2010

Beta Beta Beta (Biology honor society) 2009-present

Mortar Board National Senior Honor Society 2010-present

HEALTH RELATED EXPERIENCE

Certified Nursing Assistant, Solon Nursing Care Center, Solon, IA July 2011-present

- Monitor vital signs and well-being for over twenty patients
- Assist with feeding, bathing, and dressing of residents

Student Employee, Health and Counseling Center, Cornell College August 2009-present

- Provide excellent customer service at the front desk by greeting students, answering the telephone, and fostering a welcoming environment
- Schedule appointments, file medical charts, advertise, and execute other office tasks for the college nurses

Intern, TRIA Orthopaedic Center, Minneapolis, MN June 2010-July 2010

- Observed surgeries, spinal injections, X-rays, MRIs, casting, and therapy by shadowing doctors, surgeons, physical therapists, physician assistants, and technicians
- Assisted with preparation and cleaning in the cadaver lab

Undergraduate Research Assistant, University of Iowa Carver College of Medicine, Iowa City, IA February 2011

- Conducted pediatric research in Dr. Murray's laboratory focused on identifying genetic variants associated with premature birth
- Genotyped single nucleotide polymorphism (SNP) markers associated with the GPR120 gene using TaqMan genotyping system on an ABI 7900HT and PCR
- Synthesized research data for a university wide poster presentation

LEADERSHIP EXPERIENCE

Resident Assistant, Office of Residence Life, Cornell College September 2009-May 2010

- Served as a role model and resource for 42 female residents
- Coordinated community building floor programs that pertained to different educational topics such as time management and diversity awareness

New Student Orientation Peer Advocate, Office of Student Life, Cornell College August 2009-November 2009

- Served as a leader, resource, and role model for my group of 15 new students during New Student Orientation
- Organized and facilitated events in order to help these new students transition to college

ACTIVITIES & VOLUNTEER EXPERIENCE

Volunteer, Hallmark Care Center (retirement home) June 2010-present

Secretary (2009-2010), Student Athlete Advisory Council (SAAC) September 2008-present

Team captain (2009-2011), Cornell Cross Country/Track and Field August 2007-present

Vice President (2010-2011), Health Professions Society August 2007-present

Volunteer, Cornell College Blood Drive/Bone Marrow Registry March 2007-2010

Member, Biology Faculty Search Committee January 2010-February 2010

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REFERENCES

Craig Tepper
Professor, Biology
1145 Ivanhoe Road
Mount Vernon, IA 52314
(319) 848-4982
CTepper@cornellcollege.edu

Dan Schofer
Coaching Staff, Head Cross Country/Assistant
Track 411 Second Street NW
Mount Vernon, IA 52314
(319) 895-4598
DSchofer@cornellcollege.edu

Jill deLaubenfels
Director, Student Health
Services 512 Palisades Road
Mount Vernon, IA 52314
(319) 895-4292
JdeLaubenfels@cornellcollege.edu

Doug Hanson
Professor, Art
412 Third Street NW
Mount Vernon, IA 52314
(319) 895-6660
DHanson@cornellcollege.edu

**These are great examples of how to format references, however most employers will want at least 1-2 supervisory references. These would be from most recent positions listed on your resume.

Andrew Lee

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319-867-5309
andrewlee@gmail.com

Education

Cornell College, Mount Vernon, IA

Bachelor of Arts in Sociology & Anthropology with a Minor in Music, May 2011

GPA 3.80

Work and Leadership Experience

AmeriCorps VISTA Summer Associate, Matthew 25 Ministry Hub, Cedar Rapids, IA

June 2010-August 2010 and June 2009-August 2009

- Supervised a local produce distribution program serving eight low-income families
- Developed planting plans, led volunteers, and tracked harvests in a community urban garden, and installed home vegetable gardens for community members
- Responsible for developing an instrumental music program for all interested students at a school affected by the 2008 Cedar Rapids Flood
- Secured a \$2,500 grant to purchase instruments and fund enrichment activities for the music program
- Recruited twelve volunteer music instructors and matched them with interested students for lessons
- Facilitated local instrument donations from community members and businesses

Peer Advocate, Cornell Department of Student Life, Mount Vernon, IA

August- November 2008, August- November 2009

- Led a group of 13 incoming students through New Student Orientation while acting as a role model and resource to them during their first semester by providing support and information designed to facilitate their transition to college
- Collaborated with 30 other students to create positive environment for the first year class

Promotions Director, Cornell KRNL Radio Station, Mount Vernon, IA

March 2009-March 2010

- Supervised event and station advertising across multiple media such as website, facebook, and print ads
- Responsible for fundraising/underwriting a budget of \$20,000 for KRNL events

Chair, Cornell Performing Arts and Activities Council, Mount Vernon, IA

February 2009-February 2010

- Supervised the selection, planning, and coordination of activities and entertainment for a campus of 1200 students as well as overseeing an executive board of 15 members
- Facilitated organization meetings and acted as liaison to Cornell Student Senate to facilitate open communication about the status of the organization and its events
- Responsible for evaluating, regulating, and ensuring quality and consistency of campus programming through one-on-one consultation with event planning chairs
- Monitored a budget of \$45,000 per year

Activities and Volunteering

Cornell College, Mount Vernon, IA:

- *Volunteer*, Unified Sports Day (Iowa Special Olympics), Spring 2009
- *Volunteer*, Lunch Buddies Program, October 2007-May 2009
- *Pit Orchestra Member*, Lyric Theatre Production: Little Shop of Horrors, Spring 2008
- *Pit Orchestra Member*, Lyric Theatre Production: Cabaret, Spring 2009

Cedar Rapids, IA:

- *Volunteer*, Music Mentoring Program at Taylor Elementary School, Fall 2009-Spring 2010

Marta Gistain
810 Commons Circle #3472, Mount Vernon, IA, 52314
mgistain13@cornellcollege.edu, 447-897-4568

EDUCATION

Cornell College

Bachelor of Arts: Economics & Business, Minors: Math & Computer Science

Frank Armstrong Scholarship Recipient; Member, Dean's List

Mount Vernon, IA
May 2013

EXPERIENCE

Finance Manager, Moonlight Café, Cornell Students In Free Enterprise (SIFE)

- Launched international café serving 200-240 students/week
- Maintain financial records and generate unique revenue stream for college
- Market café to Cornell student population through unique promotional events

Mount Vernon, IA
Jan 2011-present

Lab Assistant, Cornell College Computer Lab

- Assist Cornell College community with general computer guidance
- Maintain computers and printers to guarantee quality assurance
- Contribute to managing daily operations of college computer lab

Mount Vernon, IA
Sep 2010-present

Founder/Volunteer, Siga Siga Library

- Procured books and materials in preparation for library launch
- Assisted with new member registration and orientation

Barcelona, Spain
Jan 2008-Aug 2009

LEADERSHIP EXPERIENCE

Finance Manager, Royal Purple, Cornell College

- Monitor incoming and outgoing expenses of Royal Purple

Mount Vernon, IA
Mar 2011-Present

Interim Resident Assistant, Cornell College Merner Hall 1st Floor

- Advised and mentored student residents
- Meditated conflicts between roommates and other hall residents
- Staffed Resident Assistant office by answering resident queries, making safety checks and ensuring a safe and secure environment

Mount Vernon, IA
Jan 2011-Feb 2011

Member, Cornell College Hall Council

- Worked with peer advocates and Resident life staff to resolve hall issues
- Created safe and dynamic environment through innovative programming
- Hosted "Final Food" program during final exam week which caters to diverse student population

Mount Vernon, IA
Aug 2010-Jan 2011

Coordinator, Siga Siga Library "Road To Study Abroad" seminar

- Gave a presentation about studying in the United States
- Conducted 1:1 discussions with potential students and followed up after seminar

Barcelona, Spain
Summer 2010

Audit Committee Member, Cornell College Student Senate

- Monitored expenses for various student organizations on campus
- Managed student organization Budget Night. Allocated and distributed funds

Mount Vernon, IA
Aug 2010- Jan 2011

COMMUNITY INVOLVEMENT

Shadow Treasurer, Eyes of the World (Cornell Intercultural Awareness Club)

Mar 2011-Present
Jan 2011-Present

Volunteer Teacher, Aragon Government School for the Blind

Oct 2009-Present

Volunteer, Cornell Civic Engagement Office, Alternative Spring Break

Jan 2011-Feb 2011

Participant, Relay for Life, American Cancer Society

Sept 2009-May 2010

Member, Cornell College Math Club

Kaitlyn Smith

810 Commons Circle
Mt. Vernon, IA 52314

(987)-123-4567
KSmith12@cornellcollege.edu

EDUCATION

Cornell College – Mount Vernon, Iowa

Bachelor of Arts in Theatre and English

Anticipated, May 2012 GPA: 3.7

Honors: Dean's List (February 2009 and 2010)

WORK EXPERIENCE

Orientation Leader, Feb 2011—present, **Peer Advocate**, Aug—Dec 2009, 2010

Cornell College New Student Orientation

Mt. Vernon, IA

- Assisted with the recruitment, selection and training of 31 Peer Advocates for the New Student Orientation Team (NSO), including conducting interviews, facilitating info sessions, and reviewing over 60 applications
- Worked with faculty and staff to plan and execute the five day New Student Orientation program for the incoming class
- Led a group of 13 new students through the college's week-long orientation program and helped these students acclimate to college as their Peer Advocate
- Provided students with resources and opportunities to get involved in student life on campus during their first semester on campus

Student Costumer

Cornell College Department of Theatre Costume Studio

Mt. Vernon, IA, Sept 2010—present

- Construct costumes for main-stage productions, four per year
- Assist with fittings and organization of the shop
- Keep track of rentals made from the shop
- Assist with other sewing and building projects as needed

Education Intern

Northlight Theatre, Skokie, IL, Jun 2011—Aug 2011

- Compiled research for and created study guides and educational supplementary materials for Northlight's 2011-2012 season
- Taught stage makeup to 12-14-year-olds and assistant taught puppetry to 8-11-year-olds through Northlight's Performing Arts Camp
- Relayed messages for Director of Education and Camp Director
- Edited the weekly Performing Arts Camp newsletter
- Recorded data for year-end Assessment forms for Northlight Outreach programs

Sales Associate

Victoria's Secret

Lincolnwood, IL, Jun 2010—Dec 2010

- Greeted customers at the door and informed them of our promotions
- Worked on the cash register and kept the displays neat
- Performed bra fittings and managed the fitting room

LEADERSHIP & ACTIVITIES

Phi Omega Sorority – Greek Council Representative, September 2010-present

Cornell College Concert Choir— September 2008—present

Student Theatre Council—Mentor, September 2009—present

Studio Voice Lessons—February 2009—present

Girl Scouts of Eastern Iowa—Volunteer, September 2009—April 2011

Darrin Gardiner

810 Commons Circle #961, Mt. Vernon, IA 52314
498-512-7956 dgardiner11@cornellcollege.edu

Education

Cornell College

Mount Vernon, Iowa

Bachelor of Arts, Major: Economics & Business, emphasis in Finance, GPA: 3.6

May 2013

Relevant Coursework: Financial Accounting, Investments, Statistics, Calculus 2, Financial Management Seminar, Business Analytics, Money & Banking, Intermediate Microeconomics, Intermediate Macroeconomics, Foundations of Computer Science

Work Experience

W.L. Gore & Associates, Flagstaff, AZ

June 2011 - August 2011

Financial Analyst Intern, Medical Products Division

W.L. Gore & Associates is one of the largest privately-held U.S. companies with annual revenues over \$2.5 billion, best known for their GORE-TEX® fabrics.

- Created advanced Excel Financial Reporting model now utilized by Financial Analysts to provide Clinical Teams with an efficient reporting tool to track all capital investments. Used Excel macros and pivot tables.
- Created budget template with the Lower Limb Clinical Team for forecasting all clinical trial expenses.
- Assisted in creating Monthly and Quarterly Financial Reports using the final results of the model.
- Presented model results to Medical Products Division CFO and Clinical Leadership Team.

W.L. Gore & Associates, Flagstaff, AZ

June 2010 - August 2010

Clean Room Operator, Medical Products Division

- Member of an eight person packaging team responsible for the detailed preparation, thorough inspection and proper packaging of vascular grafts. Successfully passed multiple audits and inspections.
- Verified, documented and confirmed receipt of the proper quantity and product type prior to inspection.
- Inspected over 300 individual products each day and rejected those with contamination or irregularities.
- Validated paperwork, removed rejected products and confirmed completion of final inspection.
- Received the "Above and Beyond" award.

Mount Vernon Bank & Trust, Mt. Vernon, IA

January 2011 - present

Part-time Teller

- Process multiple transactions including deposits, withdrawals, money transfers and night deposits for corporate and private clients.
- Assist full-time employees in preparing monthly statements and completing other tasks as needed.
- Provide enthusiastic customer service to meet each client's requests.
- Responsible for maintaining and balancing a cash drawer every shift.

Leadership and Service Experience

Phi Omega, Alumni Liaison

March 2010 - present

- Manage alumni relations and outreach initiatives, as well as coordinate alumni networking events.
- Engage in community service initiatives including Adopt-a-Highway, Relay for Life, & elderly care.

Unified Sports Day, volunteer

March 2010-present

- Interact and participate with Special Olympic athletes in a variety of events.

Cornell College Student Senate, Budget and Appropriations Committee

November 2011-December 2011

- Review and allocate Student Organization funding requests.

Northland Family Help Center, volunteer

June-August 2010 & 2011

- Helped prepare and cook meals for between 50-75 women and children at the shelter.