

Aaron L. Citadel

The Citadel: MSC 555, 171 Moultrie St., Charleston SC 29409 843.953.4567 citadela1@citadel.edu
Home: 17 Ashley Court, Charleston SC 29415 843.456.1234

OBJECTIVE

Entry-level position in Management and/or Sales

EDUCATION

Bachelor of Science, Major: **Business Administration** Minors: **MIS, Spanish**
The Citadel, The Military College of South Carolina, May 2010 **GPA: 3.5**

SKILLS

Sales	Management	Leadership
Interpersonal	Analytical	Supervisory
Teamwork	Presentation	Spanish (Fluent)
Operations	Customer Service	Business Development

EXPERIENCE

Business Intern, Atlantic Bank & Trust, Charleston SC Fall 2009

- Analyzed credit reports
- Marketed services to customers using consultative sales skills
- Worked in variety of banking areas: investments, operations, trust

Production Assistant, WNBC-TV News, Charlotte NC Summer 2009

- Investigated business news stories via wire services
- Wrote news stories and anchor scripts
- Demonstrated research, reporting, and public speaking skills

Sales Assistant, Morgan-Stanley, Atlanta GA Summer 2008

- Organized sales training seminars
- Provided general administrative support
- Demonstrated excellent teamwork and time management skills

Entrepreneur, Citadel Landscaping Co., Charleston SC Summers 2005-07

- Built customer base to 40, earning net income of \$15,000 in a summer
- Hired, trained, and supervised six employees
- Responsible for all aspects of business operations

Spanish Tutor, The Citadel, Charleston SC Sept. 2007-Present

- Assist students with assignments and term papers
- Instruct students regarding the Spanish language and Latin culture

LEADERSHIP

Battalion Operations Officer, 1st Battalion, The Citadel, Charleston SC 2009-10

- Responsible for planning, training, and operations for 500 cadets
- Prepare programs and directives for conduct of drills, parades, and physical training
- Demonstrate effective leadership and operations management skills

STUDY ABROAD

London School of Economics, Summer 2009

COMPUTER SKILLS

MS Word	MS PowerPoint	MS Excel	MS Access
MS Project	MS Publisher	Web Page Design	

HONORS/ ACTIVITIES

Senior Class Board of Directors	Student Leader: Battalion Staff
Citadel Honor Court	Summerall Guards
Dean's List	Editor, <i>The Brigadier</i>
Football Team Captain (HS)	Chapman Scholarship Recipient

INTERESTS

International Business	Travel	Golf	Sailing
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Academic Portfolio and References: Available upon request

Erin L. Citadel

Citadel: MSC #, 171 Moultrie St., Charleston, SC 29409 843.953.0000 name@citadel.edu
Home: 12345 Anywhere St., City, ST 12345 123.456.7890

OBJECTIVE: An entry-level sales position using proven communication and entrepreneurial skills.

EDUCATION: Bachelor of Science, Major: **Business Administration**
The Citadel, The Military College of South Carolina, May 2010

SUMMARY: Documented professionalism, integrity and ability to work within a team
Proficient in Computer skills and knowledge
Exemplary organization, time management, and interpersonal communication skills

SKILLS/ TRAINING:	Communication	Sales	Leadership
	Marketing	Teamwork	Interpersonal
	Work Ethic/Integrity	Time Management	Presentation

EXPERIENCE *Sales Representative*, Kohl's of Summerville, Summer 2009

- Accountable for customer interests and satisfaction
- Responsible for store layout and organizational structure
- Demonstrated the ability to work effectively and efficiently within a team atmosphere

HONORS: **Dean's List (3.3 GPA, 2 yrs)** **Team Captain (2 yrs)**
Most Valuable Player (2 yrs) Athletic Honor Roll (2 yrs)
Full Athletic Grant (4 yrs)

ACTIVITIES: *Citadel Varsity Cross Country and Track Team Captain (Fall 2008, 2009):*

- Trained in leadership and motivation
- Responsible for Team's morale and well-being
- Accountable for the athletic/personal development of the female team members

Citadel Varsity Cross Country and Track (4 years)

Member, Student Athlete Advisory Committee (2 yrs, 2007-2009)

- Responsible for creating ideas to better integrate athletes and corp
- Planned events for the corp to watch athletes compete
- Discussed ideas that would help boost teamwork and motivation

COMPUTER SKILLS:	MS Word	MS Excel	MS PowerPoint
	MS Acc	Visual Basic	MS Outlook

INTERESTS:	Writing	Reading	Music
	Fitness	Nutrition	Sports

Academic Portfolio and References: Available Upon Request

Greg K. Citadel

Citadel: MSC #, 171 Moultrie St., Charleston SC 29409 843.953.0000 name@Citadel.edu

Home: 12345 Anywhere St., City ST 12345 123.456.7890

OBJECTIVE: To obtain a full-time position involving Investment Banking and Finance

EDUCATION: Major: **Business Administration**
The Citadel, The Military College of South Carolina, May 2010
Department GPA ____ Cumulative GPA ____

SKILLS:

Presentation	Analytical	Time Management	Leadership
Interpersonal	Inspirational	Stress Management	Mediation
Hard Work Ethic	Marketing	Self-Motivation	Facilitation

EXPERIENCE: *Summer Intern, Smart Street*, a division of **Flag Bank**, May-July 2009

- ◆Enhanced team-building and interpersonal skills in a professional work environment
- ◆Improved using Microsoft Excel, Power point, Word, Outlook, and Adobe Photoshop
- ◆Aided in the reorganization of the Smart Street office to improve the work place

Home Remodeling Assistant, The Home Restorers, Kennesaw GA, Summer 2007

- ◆Analyzed work situations working with management for marketing strategies
- ◆Marketed services to customers using selling techniques
- ◆Provided superior service and higher value to customers

LEADERSHIP: *Cadet Chorale Commander*, The Citadel Cadet Chorale, Fall 2009-Present

- ◆Responsible for all the cadets who are members of the Chorale
- ◆Planned activities and events for the chorale members to perform and participate
- ◆Enhanced leadership, motivational, interpersonal skills

Cadet Human Affairs Officer, Hotel Company, The Citadel, Fall 2009-Present

- ◆Responsible for the emotional/mental well-being of all the cadets in Hotel Company
- ◆Received certification in peer counseling and mediation
- ◆Enhanced facilitation, interpersonal, inspirational, presentation and leadership skills

Cadet Squad Sergeant, Hotel Company, The Citadel, Fall 2008-Spring 2009

- ◆Further enhanced leadership, supervisory and inspirational skills
- ◆Trained, mentored and disciplined cadets in the squad
- ◆Responsible for all facets of cadet life for multiple cadets

COMPUTER SKILLS:

MS Word	MS PowerPoint	MS Excel	Adobe Acrobat 7.0
	Adobe Photoshop	MS Outlook	

HONORS/ ACTIVITIES:

Citadel Cadet Chorale	Platoon Comp. drill team
Cumulative Dean's List	Bond Volunteer
Church Leader: Children's Counselor	St. Andrews Church Choir
Kelly Cup drill team	Chattahoochee Community Players

INTERESTS: Fishing Singing Music Weight-lifting

References: Available Upon Request

Kevin B. Citadel

Citadel: MSC #, 171 Moultrie St., Charleston SC 29409 843.953.0000 name@citadel.edu

Home: 1234 Anywhere St., City ST 12345 123.456.7890

OBJECTIVE: To obtain an entry-level position in Commercial Real Estate

EDUCATION: Bachelor of Science, Major: **Business Administration**
The Citadel, The Military College of South Carolina, May 2010
Cumulative GPA: ____, Major GPA ____

SKILLS:

Presentation	Communication	Time Management
Organizational	Writing	Selling
Interpersonal	Leadership	Multicultural
Community Services	Interacting	Customer Service

EXPERIENCE: *Internship*, Spring 2010-Present
Anchor Commercial Real Estate Services, Daniel Island, SC

- Worked one on one with an associate to learn fundamentals of commercial real estate
- Assisted in creating and updating listings on the Multiple Listing Service program online
- Devised a marketing strategy to seek out top potential clients for intern host
- Streamlined a template for listings, management, and buyer/tenant proposals

Study Abroad, Spring-Summer 2009

Victoria University of Wellington, Wellington, New Zealand

- Studied International Business with an emphasis on competitive advantage of trading
- Observed cultural similarities, differences, and built international relationships
- Acquired the knowledge of Art History and Pacific Heritage through foreign perspective
- Experienced the diversity of living, budgeting, and studying in a foreign country

Catering Service, Summer 2008

Snelling Staffing Services, Charleston, SC

- Worked in food and beverage operations
- Provided excellent customer service
- Assisted in charitable events, opening night of Spoleto, and Arthur Ravenel Bridge opening
- Demonstrated excellent teamwork skills

Mission Team, Summer 2005

Mexico via First ARP Church, Rock Hill, SC

- Constructed the roof for a new church
- Led bible study classes for young and old in the area
- Worked as part of a 40-member team

COMPUTER SKILLS:

Microsoft Word	Microsoft PowerPoint	Microsoft Excel
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HONORS/ ACTIVITIES:

Senior Mentor	Dean's List Recipient	Company Leadership: Armorer
Racquet Club Team	Junior Boys Civitans	Business Mentor Association

INTERESTS:

Service	Travel	Golf	Fishing
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References: Available Upon Request

Matthew R. Citadel

Citadel Address: MSC #, The Citadel Station, 171 Moultrie Street, Charleston SC 29409-0000

Home Address: 1234 Anywhere Street, City ST 12345

Home Number: 123-456-7890

Email Address: name@citadel.edu

Mobile Number: 456-789-0123

Objective: An entry-level Management or Human Resources position

Education: **The Citadel, The Military College of South Carolina**, May 2010

BS - Business Administration Cum. GPA: ____; Major GPA ____

London Metropolitan University, Spring 2009

European Economics, Business in Europe, Retail Marketing, and Human Resource Management

All courses focused on business within the expanding European Union

University of South Carolina, Summers 2008 & 2009

Managerial Accounting, Computer Concepts, and Calculus for BA & Soc. Sci.

Skills/ Spanish (Basic) Written Communications Presentation Leadership

Strengths: Critical Thinking Time Management Integrity Teamwork

Experience: **Academic Internship** January 2010-Present

Medical University of South Carolina, Human Resources Management, Charleston, SC

- Assisted in the preparation of special projects for the areas of Benefits and Employee Relations
- Conducted reference & background checks for new employees, volunteers, vendors, etc.
- Assisted Benefits Administrator, Coordinator, and Manager by preparing orientation materials, processing paperwork and answering general questions.

Paid Internship December 2009-January 2010

Charleston Marine Containers Inc. Charleston, SC

- Developed work instructions for an ISO9001:2000 Quality Management System to be utilized specifically for preventive maintenance
- Performed cost analysis on manufacturing operations to highlight annual performance trends.

International Experience, London, England Spring 2009

- Lived and was active in downtown London
- Introduced to life in a different culture
 - Exposed to a highly diverse environment with inhabitants native to Eastern Europe and the Middle East
- Other countries visited: Germany, Holland, Italy, Czech Republic, Greece and Wales

Landscape Upkeep Seasonal-Present

Lake Murray Vacation Rental (Family Business), Prosperity SC

- Responsible for the upkeep of the properties

Matthew R. Citadel

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Home Address: 1234 Anywhere Street, City ST 12345

Home Number: 123-456-7890

Email Address: name@citadel.edu

Mobile Number: 456-789-0123

Experience (cont'd):

Plasterer's Assistant Summers 2005 & 2007

Quality Plastering, Wilmington DE

- Assisted plasterers in mixing materials, assembling scaffolding and wire lashing, and other project related activities
- Responsible for on-site preparation

Military Intern May 2006

166 Airlift Wing, Delaware Air National Guard

- Interned directly under Lieutenant Colonel David Deputy, Community Manager, 166th Airlift Wing
- Shadowed a Tech. Sergeant in the many departments: Military Police, Fire & Rescue, Signals & Communications, Fabrication Shop, Maintenance, etc.
- Assisted Lt. Col. Deputy by answering/directing phone calls in the community center
- Accompanied Lt. Col. Deputy during his meetings with members of the State Dept.

Leadership: Platoon Sergeant Fall 2008

The Citadel, Cadet Staff Sergeant

- Served as Platoon Sergeant for a cadet rifle platoon consisting of 35 cadets
- Responsible for personnel accountability of the platoon
- Directed and supervised the activities of the platoon's squad leaders
- Advised and assisted the platoon leader in maintaining discipline and standards
- Conducted physical training and exercise of the platoon

Assistant Squad Leader Spring 2008

The Citadel, Cadet Corporal

- Served as assistant squad leader for a squad of up to 10 cadets
- Under direct supervision of the Squad Leader assisted with the accountability of squad members and conducted training and inspections of the squad
- Performed other duties as required

Computer Skills:

MS Word

MS PowerPoint
MS Project

MS Excel

Web Page Design (Basic)
ORACLE (basic)

Honors/ Activities:

National Scholars Honor Society
Cordell Airborne Ranger Society
Officer's for Christian Fellowship
Gold Star List (GPA>3.7 per sem.)
Student Discipline Committee (HS)
Commandant's List

Dean's List (GPA>3.2)
Training Cadre - 2005
AROTC Physical Training
Athletic Council (HS)
Boxing Club
President's List

References: Available Upon Request

Cari C. Citadel

Citadel: MSC 123, 171 Moultrie St., Charleston, SC 29409 843.953.0000 name@citadel.edu
Home: 123 Main St, City, ST 01234 123.456.7890

OBJECTIVE: An entry-level position in sales using communication and entrepreneurial skills

EDUCATION: Bachelor of Science, Major: **Business Administration** Minor: **MIS**
The Citadel, The Military College of South Carolina, May 2010

SKILLS:

Communication	Selling	Leadership
Fluent in Romanian	Teamwork	Interpersonal
Analytical	Time Management	Presentation

EXPERIENCE:

Foreign Travel, Summers 2008, 2009

- Traveled throughout France, Switzerland, Germany, Italy, and Romania
- Further developed multicultural knowledge and skills

Administrative Assistant, Dr. Adrian Adrian Inc., San Pedro, CA Summer 2007

- Provided general administrative support
- Responsible for accounting, billing, and banking
- Assisted pharmaceutical sales representatives
- Developed excellent overview of medical practice

Counselor/Athletic Trainer, The Citadel Summer Camp, Summer 2007

- Advised and trained students

Sales Representative, Old Navy, Corona, CA Nov 2004 – Jan 2005

- Demonstrated strong sales skills
- Responsible for store layout
- Demonstrated effective teamwork skills

Administrative Assistant, Array Computer Systems, Corona, CA Nov 2002 – Mar 2004

- Served as marketing / sales representative
- Provided customer support
- Responsible for general administration duties
- Demonstrated strong customer service skills

HONORS/
ACTIVITIES:

Dean's List (3.5 GPA)	Team Captain (2 yrs)
Athletic Honor Roll	Most Valuable Player (3 yrs)
Citadel Varsity Volleyball	ROTC Leadership Training

Member, Student Athlete Leadership Institute
Member, Student Athlete Advisory Committee (2 yrs)
The Josephine Comer May Scholarship

COMPUTER
SKILLS:

MS Word	MS Excel	MS PowerPoint
MS Access	COBOL	Visual Basic

INTERESTS:

Fitness	Nutrition	Sports
Travel	Boating	Music

Academic Portfolio and References: Available Upon Request