

Wayne W. Citadel

The Citadel: MSC 000 171 Moultrie St., Charleston SC 29409 843.953.0000 name@citadel.edu

Home: 123 State Rd. City State 12345 012.345.6789

OBJECTIVE: A position in financial planning / insurance.

EDUCATION: **Bachelor of Arts, Major: English**
The Citadel, The Military College of South Carolina, May 2010

SKILLS: Research Writing Organizational French (basic)
Time Management Interpersonal Analytical Presentation

COURSE WORK: Accounting Literature Sociology
Pre-Law Philosophy Psychology

EXPERIENCE: **Regimental Executive Officer**, The Citadel 2009-2010

- ◆ Coordinated Staff of 25 officers
- ◆ Responsible for the accountability, public relations, human affairs, administration, and operations for approximately 2000 students
- ◆ Responsible for developing and implementing policies for the Fourth Class System

Law Clerk, Murphy & Grantland, City, ST Summer 2009

- ◆ Filed case-related documents
- ◆ Organized incoming cases
- ◆ Performed duties as directed by individual attorneys

Installation Assistant, Ace Glass, City, ST Summer 2008

- ◆ Demonstrated excellent customer service skills
- ◆ Supervised 3 employees

Doorman/Bartender, Billy's, City, ST Summer 2008

- ◆ Protected against underage drinking and insured customer safety
- ◆ Worked bar and generated several thousand dollars nightly

Crew Leader, Mashburn Construction, City, ST Summer 2007

- ◆ Supervised teams of up to 6 workers in commercial projects

Waiter, Saluda's Restaurant, City, ST Summer 2004

- ◆ Developed interpersonal skills while serving customers

COMPUTER SKILLS: Internet Research MS Word MS PowerPoint
MS Project MS Excel Web Page Design

HONORS/ ACTIVITIES: Dean's List Regimental Executive Officer
President's List Member of The Round Table
Fellowship of Christian Athletes (Vice-President)

INTERESTS: Golf Fishing Hunting Travel Running Weight Training

Academic Portfolio and References: Available Upon Request