

## Resume Samples

The overall objective of your resume is to provide a composite snapshot of who you are and what skills, abilities, and knowledge you have acquired through coursework, projects, self-taught initiatives, service-learning, student organizations, volunteer work and employment. The emphasis lies on what you have to offer rather than a chronological timeline.

The following resumes were developed to help UCF students to better compete for internships and co-ops. Please use these examples to create your own unique style and clearly represents your academic and professional background.

A few reminders:

- Do not use these examples as templates
- Use descriptive action verbs
- Check for spelling, grammar, punctuation, and correct verb tense
- Minimize lines, graphics, or other distracting visuals

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# Name

Location • Phone Number • Email • LinkedIn

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## OBJECTIVE

To obtain an internship in an accounting related field where I can utilize and enhance my skills and abilities in the field of tax, as well as be able to demonstrate a strong work ethic and teamwork.

## EDUCATION

University of Central Florida

December 20XX

**Bachelor of Science in Business Administration**

Accounting Major GPA: **3.8**

Valencia Community College

**Associate of Science in Electronics Engineering**

May 20XX

## RELEVANT COURSEWORK

**Taxation of Business • Intermediate Accounting • Auditing**

- Basic theory, concepts, practice, and methods of determining the taxable income and tax liabilities of business entities
- Federal income tax laws affecting the taxation of different business entities and transactions
- Able to identify the sources of tax law applicable to a taxpayer operating in more than one U.S. state
- Accounting theory and practice related to preparation, and interpretation of external financial statements
- Knowledge of standards, practices, and procedures followed in the audit function and basic knowledge of accounting information systems
- Principles of investments, including security markets, investment vehicles, and environment
- Basic understanding of international financial management

## PROJECTS

**Junior Achievement Group Project**

Spring 20XX

*Organizer and Volunteer*

- Worked with Junior Achievement to organize and fundraise for teacher's recognition
- Used creative problem solving to resolve any conflicts within our team
- Implemented project guidelines to keep team on task and to meet deadlines
- Collaborated with the school and my team to generate ideas for the event

## EXPERIENCE

**AT&T Communication Orlando, FL**

June 20XX-Present

*Outside Plan Technician*

- Worked as part of a team in a fast-paced environment, to meet project deadlines
- Communicated effectively with managers and engineers to ensure projects run efficiently
- Interacted with customer and assisted them with questions and fixed any service interruptions

**Disney World, Central Shops Orlando, FL**

March 20XX-May 20XX

*Craft Work*

- Worked as part of a team in a fast-paced environment to meet deadlines in building and finishing various products
- Cross trained in many departments to be flexible
- Worked independently as required for certain projects
- Communicated effectively with everyone to ensure accuracy and consistence within the department

## SKILLS

*Software:* SAP, Turbo Tax, SEO Optimization

*Languages:* Fluent in Spanish

# NAME

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## EDUCATION

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**University of Central Florida – Orlando, FL**  
Bachelor of Science: Business Administration  
Minor: Hospitality Management

May 20XX

## EXPERIENCE

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**University of Central Florida – Orlando, Florida**  
**Academic Advisor for the College of Business**

August 20XX - Current

- Advised **10-12** students per day on academic requirements for major
- Provided support and guidance to students experiencing academic and personal troubles
- Answered student inquiries and resolved problems related to curriculum and course prerequisites
- Reviewed student files to ensure deadlines were met for completing various graduation requirements
- Present Academic Success Planning Session (ASPS) for all incoming College of Business students

**Hilton – Altamonte Springs, Florida**  
**Concierge**

December 20XX - Current

- Created orders, documented special requirements and discussed needs with kitchen personnel to provide customers with desired food and minimize complaints
- Trained incoming staff on restaurant's practices, culture and procedures to maximize job satisfaction and productivity
- Collected credit card, cash and gift certificate payments from customers and made proper change for cash transactions
- Collaborated closely with guests, some VIP or celebrity, with high degree of respect for privacy

**University of Central Florida – Orlando, Florida**  
**Orientation Team Leader**

January 20XX - January 20XX

- Assisted in Facilitating Orientation for over 18,000 incoming students.
- Collaborated with First Year Experience to resolve problems, improve operations, and provide exceptional customer service
- Supported incoming students transition to college life by providing one-on-one support
- Troubleshoot and resolved issues with registration
- Facilitated group activities among assigned students and promoted community bonds through engaging events

## LEADERSHIP EXPERIENCE

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**Project First Class: Redefining Your Future**

January 20XX-April 20XX

- Coordinated presentations for **120+** students in Seminole County high schools to promote higher education and UCF Resources

## SKILLS

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**Technical:** Adobe Photoshop and Illustrator, Google Platforms

**Languages:** Basic Haitian Creole (written and verbal)

# Name

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## SUMMARY OF QUALIFICATIONS:

- Two years of experience conducting quantitative research using econometric forecasting
- Developed business expansion models, potential revenue outcomes, and successful partnership proposals
- Strong interest in Financial Econometrics, Risk Analysis and Empirical Asset Pricing
- Technical skills include SPSS, SASS, OxMetrics, Microsoft Excel/Access, HTML
- Thorough understanding of advanced theory and policies

## EDUCATION:

### Bachelor of Science in Economics

May 20XX

*Minor in Statistics*

University of Central Florida, Orlando, FL

## RELATED EXPERIENCE:

### Project Manager Assistant

Enterprise Holdings, Lake Mary, FL

Sept 20XX - May 20XX

- Evaluated results of weekly sales and recommended strategies on how to increase revenue
- Analyzed budget using balance sheet transactions and currency exchange to attain higher returns on investments
- Assessed the results of 12 web-based business databases and made software implantation improvement recommendations

### Intern

ABC Bank, Jacksonville, FL

May 20XX – Aug 20XX

- Prepare loan fact sheets and quantitative analysis for loan proposals
- Assist senior Vice President in making loan decisions for clients during weekly staff meetings
- Organize and maintain with confidentiality customer loan files and records
- Build and preserve strong relationships with customers with the highest level of professionalism

### Economics Internship

Jan 20XX – Sept 20XX

PNC Financial Group, Orlando, FL

- Collected and analyzed information on laws and regulations on financing of infrastructure projects
- Networking with local employers to discuss future options for financing of urban transport projects
- Drafted various sections of case studies to be presented to clientele
- Supported project manager as needed on other office related tasks to ensure customer satisfaction

## ACTIVITIES:

Finance Chair, Delta Sigma Pi (Professional Business Fraternity)

May 20XX – Present

- Develop and manage annual budget
- Established and maintained audit system for organization
- Collect and present funding requests from committees

## PROFESSIONAL AFFILIATIONS:

Member, American Economic Association (AEM)

May 20XX - Present

Member, National Association of Business Economics (NABE)

Dec 20XX – Present

# Name

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Address · Email · Phone Number  
LinkedIn

## EDUCATION

University of Central Florida, Orlando, FL

May 20XX

**Bachelor of Science in Entertainment Management**

GPA: 3.32

## RELATED COURSEWORK

- Digital Marketing in Entertainment
- Entertainment Business

## SKILLS

Language: Beginner Spanish

## ACADEMIC PROJECTS

**Entertainment Business Course Project: Branding Campaign**

Spring 20XX

- Build a mock-up brand identity for a new, local entertainment company
- Collaborate with a team of 6 on planning and execution of a campaign involving social media and street marketing tactics
- Design brochures, posters, and videos in support of promoting the brand

## ENTERTAINMENT MANAGEMENT EXPERIENCE

ABC Entertainment, Miami, FL

May 20XX – August 20XX

**Music Licensing Administration Intern**

- Processed 3-4 monthly licensing requests in a timely manner
- Conducted internet research on recordings that embody organization's copyrights
- Researched and compiled album release information for clients
- Drafted contractual agreements for artist representation

## OTHER EXPERIENCE

123 Performing Arts Center, Orlando, FL

August 20XX – present

**Ticket Sales Representative**

- Provided customer service as the box office window, helping patrons with ticket purchases, season subscriptions, and requests for event details
- Processed ticket order and requests using Tessitura and Ticketmaster applications

## LEADERSHIP

XYZ Fraternity, University of Central Florida, Orlando, FL

September 20XX – present

**Communications & Development Chair**

August 20XX – present

- Oversee distribution of monthly newsletters to over 600 parents, chapter alumni, and the national office with updates on events, fundraising, and membership to elicit donations to the amount of \$15,000 each year
- Outline and design newsletter and social media graphics using Adobe InDesign

# NAME

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## EDUCATION

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**University of Central Florida** **Orlando, FL | December 20XX**  
*Bachelor of Science, Finance | Minor, Economics* *GPA 3.27*

## SKILLS

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**Technical Skills:** Morningstar, Thomson One, Capital IQ, Bloomberg, Tableau, Advanced Excel, R Statistical Language, HTML5, C553

**Language:** Fluent Spanish

## FINANCE EXPERIENCE

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**University of Central Florida Business Incubator** **Orlando, FL | January 20XX — May 20XX**  
*Incubation Management Team Intern*

- Assisted clients with the development of pro forma financial statements seeking amounts up to **\$5 million** to present to angel investors
- Evaluated business plans and conducted feasibility analyses for applicant companies seeking entry into the Business Incubator program
- Assisted with client business needs which included market research, business plan development, resource identification, capital formation
- Aided client CEO's in the assessment of their company's target market and potential for local economic stimulation

**Marcus & Millichap** **Orlando, FL | September 20XX - November 20XX**  
*Investment Analyst Intern*

- Specialized in analyzing 100's of multi and single-tenant retail investments in Florida valued from **\$1 million to \$20 million**
- Responsible for gathering essential property and industry driven research using internal economic reports and historical data
- Analyzed 10-K and 10-Q SEC filings as well as earnings calls to forecast growth of retail market over the next three years
- Created investment reports utilizing all collected research and data to visualize competitive analysis and industry trends in Florida
- Compiled multiple databases for the Southeastern United States retail market covering over **3,000** properties

**Robert W. Baird & Co.** **Orlando, FL | May 20XX - August 20XX**  
*Private Wealth Management Intern*

- Assisted in the financial planning process for clients with **\$1-\$4 million** in assets and created suitable plans that best fit their needs
- Designed systemized processes through Excel that automatically updated the financial advisors core equity portfolios
- Researched multiple investment strategies and products through Baird, Credit Suisse and Morningstar research
- Developed investment strategies based on growth opportunities within specific sectors utilizing ETFs and options
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## OTHER EXPERIENCE

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**Bank of America** **Celebration, FL | August 20XX - December 20XX**  
*Teller*

- Dealt efficiently with customer traffic in the banking center of over 100-200 clients daily
- Processed savings bonds, cashier's checks and handled cash amounts up to \$250,000

## LEADERSHIP & EXTRACURRICULAR EXPERIENCE

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**Collegiate Entrepreneurship Organization - President** **April 20XX - May 20XX**  
**Financial Management Association - Investment Committee Chair** **September 20XX - May 20XX**  
**Best Buddies – College Buddy Mentor** **January 20XX - August 20XX**

## AWARDS

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**UCF Social Entrepreneurship Competition, Finalist** **May 20XX**  
**UCF Business Plan Competition, Semi-Finalist** **May 20XX**  
**Tableau Student Data Challenge, Crowd Favorite and 3<sup>rd</sup> Place** **October 20XX**  
**UCF Service-Learning Showcase, Recognition of Excellence** **September 20XX**

# NAME

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## EDUCATION

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Bachelor of Science in Hospitality Management May XXXX  
Minor: Spanish  
**University of Central Florida**, Orlando, FL

## SKILLS

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Language: Conversational Spanish  
Technical: Adobe Photoshop, Synxis, CLS, SABRE

## HOSPITALITY EXPERIENCE

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**ABC Hotel and Suites** *Guest Service Intern*  
New York, NY April 20XX-May 20XX

- Converse with guests during check-in allowing them to feel comfortable and safe knowing that their satisfaction is of top priority to the hotel
- Provide outstanding customer service by anticipating guests' service needs and responding promptly to requests from guests and other departments
- Input and retrieve information from the hotel database, confirm guest information and room rate, code electronic keys, promote marketing programs, provide a welcome packet and provide each guest with a bell person to accompany them to their rooms

**123 Restaurant** *Hostess*  
Orlando, FL September 20XX - April 20XX  
Miami, FL January 20XX - September 20XX

- Greeted guests, took them to their tables, and ensured the quantity of menus was sufficient to cater to the number of guests
- Answered the telephone with excellent phone etiquette, booked reservations, and provided answers to guest inquiries
- Estimated wait times for guests, monitored the guest waiting list, and ensured that the needs of the guests were met while they were waiting
- Monitored the table rotation and made sure that each member of the wait staff got a fair amount of tables

## OTHER EXPERIENCE

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**City of Orlando Parks and Recreation** *Park Assistant*  
Orlando, FL January 20XX-May 20XX

- Acted as a frontline service member by greeting guests, providing information on the parks programs and assisting guests with membership registrations and logins
- Initiated cleanup of database and files by restoring organization to personnel, financial and operational records and accelerated data input, processing and retrieval times
- Praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude

## INVOLVEMENT

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Member, UCF Spanish Club 20XX-20XX  
Member, National Association for Catering and Events 20XX-20XX

# NAME

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## EDUCATION AND AWARDS

**University of Central Florida**, Bachelor of Science, Integrated Business, *GPA: 3.75* May 20XX

- Honors: UCF Grant, Florida Bright Futures, Failure Competition Scholarship Recipient, Forbes 30 Under 30 Scholar, Out for Undergrad
- Leadership: LEAD Scholars Academy; Civic Engagement Scholars Track, Delta Sigma Pi, I-Corps NSF, President's Leadership Council

**Broward College**, Associate in Arts, *GPA: 3.86* May 20XX

- Honors: Associate in Arts with Highest Honors, Florida Bright Futures, Robert Elmore Honors Award
- Leadership: *Vice President* Phi Beta Lambda, *Finance Ambassador* Phi Theta Kappa, *Secretary* Accounting Student Association, *Senator*

## RELEVANT EXPERIENCE

**Microsoft**, Redmond, WA May 20XX – Aug 20XX

### ***Finance Rotation Program Intern***

- Supported Business Planning, Strategy & Deal Economics within Worldwide Commercial Business working on multiple projects at a time
- Fostered various relationships across business units to ideate together and ultimately create a health index in PowerBI utilized by executives
- Effectively used resources and learned as much about the business, sales models, and Azure as possible to support various projects
- Analyzed current sales models and understood the impact of deal economics and how deal structure plays a key role into company financials

**Goldman Sachs**, Jersey City, NJ May 20XX – Aug 20XX

### ***IMD Corporate Controllers Summer Analyst - Private Wealth Management***

- Performed daily, weekly, and monthly data analysis related to Incentive Fees reported by the Private Wealth Management team
- Meticulously prepared the monthly Asset Capital Management report, tracking P&L performance for Goldman Sachs executives
- Assisted in various regulatory filings such as Form BD and SEC Custody by testing data quantitatively and qualitatively
- Collaborated with **8** Summer Analysts in Salt Lake City, New York, and New Jersey to create Funding Bond deliverables in the form of an updated Confluence Page, E-Learning Module, and a presentation explaining their importance within Goldman Sachs

## OTHER EXPERIENCE

**Resident Assistant**, Orlando, FL Aug 20XX – Aug 20XX

### **University of Central Florida**

- Created and maintained a positive living environment designed to link community, faculty, and residents, often resolving conflict
- Responded in a timely manner to incidents while on and off duty to ensure the safety of over **2,500** residents at Knights Circle, the largest university-affiliated housing in the nation and UnionWest, a **15**-acre creative village in Downtown Orlando with over **600+** residents

## LEADERSHIP

**Competitor**, Collegiate DECA 20XX – Present

- **2nd Place**, *Business to Business Marketing (20XX)*, **3rd Place**, *Professional Selling (20XX)*

**Competitor**, *National Collegiate Sales Competition & National Sales Challenge* 20XX – Present



# NAME

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## EDUCATION

**Bachelor of Arts in Interdisciplinary Studies**

Emphasis: Spanish, International Business, Marketing

University of Central Florida

May 20XX

GPA: 3.9/4.0

## WORK EXPERIENCE

**Community Advisor, University of Central Florida**

Orlando, Florida

January 20XX– Present

- Hold weekly information session for new and current residents at residential hall with a participation of 20 to 30 students
- Initiate five individual community activities to encourage students' interaction, involvement and academic competence
- Assist communication between 500 student residents and staff members of residential hall and campus dining services
- Advise students on stress reducing, adapting to college and time management 5 hours per week

**Digital Media Intern, Division D**

Orlando, Florida

May 20XX– August 20XX

- Assisted the sales team and account management team in campaign development and management
- Established contacts in three new publishers to grow Division-D network
- Cooperated with account management team on campaign optimizations to ensure client satisfaction

**Front Desk Guest Service Representative, Holiday Inn**

Orlando, Florida

August 20XX– January 20XX

- Listened to the need of guests of the hotel and provided excellent customer service
- Performed bookkeeping activities, such as balancing accounts and conducting nightly audits
- Solved problems for customers, demonstrating patience and empathy to hotel patrons

## LEADERSHIP AND ACTIVITIES

**External Philanthropy Chair, Phi Kappa Theta Fraternity**

August 20XX - August 20XX

- Plan, schedule, and execute philanthropic events and ensure chapter participation
- Guide Philanthropy Committee's 6 members to delegate tasks and assist in planning
- Educate members and event participants about the chapter's philanthropic goals

**Vice President, Spanish Club**

January 20XX - July 20XX

- Assist President in all planning, meeting execution, and professional development for members
- Serve as liaison between leadership and members to educate, inform, and provide both positive and constructive feedback to each group

## SKILLS

Adobe InDesign ♦ Photoshop ♦ Illustrator ♦ Spanish (Fluent)

# Name

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## EDUCATION

**University of Central Florida**, Orlando, FL  
Bachelor of Science in Marketing  
Minor: Psychology

May 20XX  
GPA: 3.7

## SKILLS

**Technical:** Minitab, SPSS, Python (Programming), Adobe Photoshop  
**Language:** Beginner Chinese

## RELATED EXPERIENCE

**Office Depot**, Orlando, FL  
*On-Site Business Intern*

May 20XX-August 20XX

- Conducted marketing research to determine interest level in Office Depot and diagnose consumer pain points and used findings to develop strategies to increase interest through events and promotions
- Spearheaded initiative to make Office Depot primary provider of office supplies to UCF; segmented market into **5** distinct consumer groups on campus to better target their approach
- Created and implemented pilot student program featuring corporate-level discounts and free next-day shipping for UCF students

**PUMA Time**, Miami, FL  
*Marketing and Sales Intern*

May 20XX-August 20XX

- Coordinate and market PUMA City, one of PUMA's flagship events during 20XX World Cup
- Created events and social media posts, and collaborated with local retailers for in-store and street campaigns
- Proposed new style of watch by analyzing merchandising reviews, consumer responses, and current trends
- Created weekly national sales analysis reports and merchandising reviews to determine and optimize performance of **20** new styles of PUMA watches

## LEADERSHIP EXPERIENCE

**Marketing Association**  
*Vice-President of Fundraising*

May 20XX-May 20XX

- Raised over **\$3,000**, with budget of \$500, for both organization and nonprofit causes
- Launched marketing consulting division of organization, by designing **3** levels of corporate packages, creating detailed process and strategy for solicitation, recruiting student consultants, and securing corporate sponsors
- Designed and executed fundraising event that averages return of **350%**

## AWARDS

**Johnson & Johnson Information Technology Case Competition** | *2nd Place*

October 20XX

- Placed 2nd out of 8 teams by designing strategy to improve internal technology and increase efficiency of staff communication