

Samantha Smith
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OBJECTIVE: Seeking employment with (insert company name) for the position of (insert position posted). I believe that my acquired skills, abilities, and educational background would make me an excellent candidate for this position.

SUMMARY OF QUALIFICATIONS

- Excellent capability to track and measure company progress to achieve desired impacts.
- Ability to identify opportunities for brand expansion.
- Outstanding ability to retain oversight of multiple assignments simultaneously.
- Strong background in data reporting and measuring company metrics.
- Demonstrated ability to mentor and engage team members to work in an inclusive setting while building skills, interest, and innovation that energize all parties.

EDUCATION

Rutgers University, College of Arts & Sciences

Bachelor of Arts, Major: History Minor: International Studies

Camden, NJ

May 2023

Camden County College

Associates of Science, Major: History Minor: Special Education

Blackwood, NJ

May 2021

EXPERIENCE

Beneficial Bank

Training Intern

Philadelphia, PA

January 2022 – May 2022

- Created eight new presentations using PowerPoint, Prezi and other presentation software.
- Implemented over 20 training seminars to employees across multiple departments.
- Ensured all information is delivered in a concise, clear format.
- Assisted trainers in developing short e-learning modules and online assessments.
- Edited existing training content to improve readability ensure correctness of grammar.
- Increased employee attendance to non-mandatory training sessions by 15% during tenure at internship.

Washington Township Board of Education

Education Aide

Sewell, NJ

September 2021 – May 2022

- Assisted teacher in elementary school of 25+ students.
- Helped students on Autism Spectrum comprehend material during class and coordinate daily schedule.
- Helped students with learning disabilities adhere to their Individual Education Plan.
- Answered individual student questions about class material.

SKILLS

- Excellent oral and written communication skills
- Adept at creating educational materials and presentations for a variety of learners
- Deep knowledge of English language and grammar
- Can motivate and empower individuals to succeed
- Certified in Microsoft Office Suite

ACTIVITIES

Sigma Delta Tau Sorority, Vice President of Recruitment

- Increased prospective membership pool by 30% - recruited high quality candidates
- Worked with Office of Greek Life to update and receive chapter handbook

Psychology Club, Vice President