Ivan Involved

4309 N. Belmont, Chicago, Illinois 60605 • (123) 456-7890 • iinvolved@mail.roosevelt.edu

OBJECTIVE

Self-motivated professional with strong leadership and organizational skills seeking an entry-level public relations position

HIGHLIGHT OF QUALIFICATIONS

- Goal-driven leader with two years of supervisory experience
- Demonstrated ability to develop programs and events in order to address community needs
- Creative problem solver who can identify and implement strategies to meet and exceed goals

EDUCATION

Roosevelt University — Chicago, IL

Bachelor of Science in Business Administration: Marketing — Anticipated May 2010

Relevant Coursework

Selling and Sales Management
Principles of Advertising
Marketing Research
Marketing Strategy and Planning

RELEVANT EXPERIENCE

Roosevelt University — Chicago, IL

Vice President, Student Government Association — September 2009 – present

- Assess student needs and communicate with university faculty, staff, and other constituents regarding campus and community life
- Serve on Board of Trustees to better understand university infrastructure and enhance student collegiate experience
- Appoint students to university committees, such as Student Review Board and University Senate

Leadership Coordinator, Center for Student Involvement — September 2008 – present

- Complete extensive market research through student surveys and community focus groups
- Develop effective student leadership programs, including interactive workshops, panel discussions and community activities
- Speakers included governor of Illinois, circuit court judges, and other community leaders
- Build relationships with university departments to increase student leadership opportunities

Research Assistant — August 2006 – August 2008

- Performed market research of national corporations, emphasizing the interaction of private and public sectors on economic growth
- Created research instruments, entered data, analyzed research, and processed research outcomes

ADDITIONAL SKILLS

- Microsoft Office: Word, Excel, Access, PowerPoint, Publisher
- Fluent in Spanish