

# Your Name

123 Main St. #456  
Stillwater, OK 74075

405-555-1234  
your.name@okstate.edu

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## Profile of Qualifications

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- Expertise in developing and implementing new programs
- Experienced with office and time management
- Ability to work in and with diverse groups
- Excellent communication and organizational skills

## Education

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### Master of Science in Intercultural Studies

Oklahoma State University – *Stillwater, Oklahoma*

**Thesis:** The Impact of Small Businesses on Local Communities

Expected

May 2015

**GPA: (if ≥ 3.0)**

### Bachelor of Arts in Marketing

Oklahoma State University – *Stillwater, Oklahoma*

**Minor:** Economics

May 2010

**GPA: (if ≥ 3.0)**

## Experience

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### Graduate Assistant

*Oklahoma State University Career Services*

September 2010 – Present

*Stillwater, Oklahoma*

- Provide individualized career advice, resources, and information to students with specialized needs
- Present specialized career workshops to student groups
- Assist students in development of résumés, CVs, correspondence letters, and interviewing skills
- Participate as support staff for campus Career Fairs and complete special projects
- Maintain detailed records of student interaction using C3M & CSO

### Associate Director of International Cowboy Recruitment

*Incoming Cowboy Organization at Oklahoma State University*

May 2008 – June 2010

*Stillwater, Oklahoma*

- Assisted international students adapt to cultural and academic setting
- Organized and taught cultural and cowboy language classes
- Developed, planned and coordinated overseas trips for American cowboys
- Prepared and presented weekly language and cultural lessons for international cowboys

### International Intern

*Incoming Cowboy Organization at Oklahoma State University*

May 2006 – June 2008

*Stillwater, Oklahoma*

- Created Associate Director Position and developed programs
- Set goals for position including budgets and job description
- Recruited and organized American students to assist in international cowboy functions

## Technical Skills

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Tracking software:

C3M, CSO, OnlineMeeting, PTE, SIS, D2L,

Programming Languages:

C, C++, Managed C++, C#, Java, Visual Basic, VC++

Design Software:

AutoCAD, SolidWorks, SketchUP, SmartDraw

Certifications:

Six Sigma Green Belt (2011), SAS (expected 2013)

Languages:

Fluent in written and spoken: English, Spanish, Mandarin Chinese, Telugu

## Community & Campus Involvement

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- International Student Organization – Secretary 2012 – Present
- Community Action 2011 – 2012
- Salvation Army 2009 – 2012