

ADRIANA L. CASTILLO

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OBJECTIVE

A position as an elementary school teacher, utilizing prior experience in creating positive classroom learning environments.

EDUCATION

Rutgers University, New Brunswick, NJ

M.Ed. in Elementary Education, Graduate School of Education, May 20XX, GPA: 3.86 B.A. in English, School of Arts & Sciences, May 20XX, GPA: 3.42

CERTIFICATION

Certificate of Eligibility with Advanced Standing, Elementary Education, July 20XX

TEACHING EXPERIENCE

Livingston School, New Brunswick, NJ

Teaching Intern, Third Grade, September 20XX – Present

- Teach all subjects to a class of 25 diverse students
- Develop lesson plans and instructional programs to meet individual and group needs.
- Foster appreciation of ethnic holidays through social studies projects.
- Utilize a whole language approach in reading groups to emphasize and develop specific skill areas.
- Implement a variety of manipulatives to enhance math skills.

Douglass School, Somerset, NJ

Teaching Practicum, Second Grade / Sixth Grade, January - May 20XX

- Assisted and observed teachers in second and sixth grade classrooms.
- Successfully incorporated computer and internet technology into lessons.
- Established professional rapport with parents, teachers and the community.

RELATED EXPERIENCE

Camp We Love Kids, Edison, NJ Camp Counselor,

Summers 20XX-20XX

- Facilitated engaging recreational, social, and educational activities for campers ages 7-12.
- Ensured the safety and security of units of 30+ campers through careful supervision and enforcement of rules and regulations.
- Exemplified camp standards of professionalism and service as a mentor to campers.
- Designed a creative weekly newsletter to update and inform parents of campers' activities.
- Participated in various leadership training programs.

SKILLS

Computer: MS Word, PowerPoint, Excel, Smart Board, EndNote, Electronic Gradebook, ELMO, United Streaming
Language: Fluent in Spanish (oral and written)

ACTIVITIES

Peer Counselor, Graduate School of Education, September 20XX - Present

- Selected by dean to volunteer as a peer academic counselor.
- Provided assistance to students regarding course registration and program requirements.
- Referred students for academic tutoring services.

INTERESTS

Soccer, theater, piano, and photography

SARAH B. WILLIAMS
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North Brunswick, NJ 08902
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Cell: 732-XXX-9999

OBJECTIVE A position with an international organization utilizing strong communication and leadership skills.

EDUCATION Rutgers University, New Brunswick,
NJ Bachelor of Arts in Political Science, May 20XX

- Minor: Public Policy
- Grade Point Average: 3.17

RELEVANT COURSES

Introduction to International Relations Politics and Culture	Public Policy Formation Comparative Public Policy
American Foreign Policy	Causes of War
International Political Economy	Comparative Political Economy

HONORS Dean's List, two semesters
Edward J. Bloustein Scholarship, 20XX - Present

RELATED EXPERIENCE U.S. Department of Labor, Women's Bureau, New York,
NY Intern, Summer 20XX

- Explored potential avenues for partnership and collaborative work with related organizations.
- Conducted research on current events and issues.
- Organized and conducted events related to women in the workforce.

WORK EXPERIENCE Alexander Library, Rutgers University Library
Assistant, Sept. 20XX – Present

- Work 10 hours per week during the semester.
- Assist patrons at the information desk with online circulation and reserve materials.
- Locate and retrieve library materials

Weichert Realtors, East Brunswick, NJ
Administrative Assistant, Summer 20XX

- Updated and maintained advertising websites.
- Compiled information for reports.

ACTIVITIES Member, Association of International Relations, Rutgers University
Member, Rutgers University Student Assembly

SKILLS **Computer:** Microsoft Office (Word, PowerPoint, Excel)
Language: Intermediate Spanish

Benjamin History

XXX Washington St., Roosevelt, NJ | (732) 555 1234 | benjamin.history@email.com

Objective

A highly motivated individual with strong work ethic aiming to obtain a progressive position in [insert company name] as a [insert position title] where my relevant skills can be utilized for improving customer satisfaction along with compliance and overall quality of service.

Education

Rutgers University, School of Arts and Sciences
Bachelor of Arts in History

Piscataway, NJ
May 20XX

Grade Point Average: 3.53

Honors: Dean's List 4 semesters, Undergraduate Leadership Award May 2015

Experience

Riley's Fast Food Joint, *Crew Member* Plainsboro NJ, *September 20XX – September 20XX*

- Operated all aspects of drive-thru service station including speaking with customers, retrieving orders, and handling payments
- Assisted with management of nightly inventory check
- Awarded employee of the month four times for organization and attention to detail

Fresh Foods Grocery Store, *Cashier* Monroe NJ, *Summer 20XX – Summer 20XX*

- Provided customer service for up to one hundred customers daily
- Restocked shelves and conducted weekly inventory checks
- Awarded employee of the month for speed and accuracy at the cash register

Albany High School Swim Team, *Team Captain* Roosevelt NJ, *September 20XX – May 20XX*

- Awarded team captain for excellence in leadership and athleticism
 - Led daily warm-up sessions with 15 teammates to improve speed and prevent injury
 - Provided lessons on improving butterfly stroke, leading to an increase in the team's average speed
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Other Experiences

- Rutgers University Study Abroad Program, *Administrative Assistant, January 20XX-Present*
- Roosevelt High School Lacrosse Team, *Team member, Spring 20XX-Spring 20XX*

14 Federal Way, New Brunswick, NJ 08901 | 732-123-1234

SSN: 000-00-0000

Veteran preference: N/A

Vacancy Number: CIS-17152-HAR

Citizenship: USA

Federal Civilian Status: N/A

Immigration Services Assistant - GS 1800/1882 - 05/06 – Department of Homeland Security

EDUCATION **RUTGERS, THE STATE UNIVERSITY**, New Brunswick, NJ 08901
B. A., Political Science, minor in Latino and Caribbean Studies, May 2016 GPA: 3.8 - Magna Cum Laude
Study Abroad: University of Valencia, Valencia, Spain 2014 – 2015

New Brunswick High School, May 2012
High School Diploma

HONORS: Dean’s List, all semesters
Rutgers Honors Program

EXPERIENCE **Security Guard** Nov. 20xx – Present
Commercial Development Corporation (CDC) Salary: \$15/hour
9700 Charles St., Edison, NJ 08567 Hours per week: 20
Supervisor: Mark Guard (732) 555-1212; May be contacted

- Monitor and authorize entrance and departure of 300 employees, visitors and other persons at a manufacturing facility.
- Guard against theft and maintain security of premises by monitoring CCTV cameras and conducting security walks every hour.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences to be submitted to supervisor.
- Call police or fire department in case of emergency, such as fire or presence of unauthorized persons.
- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.

Intern Summer 20xx
Department of Homeland Security Salary: \$15.13/hour
US Immigration and Customs Enforcement, Newark, NJ Hours per week: 40
22 Mulberry St, Newark, NJ 07888
Supervisor: Margaret Federal (973) 555-8888; May be contacted

- Examined immigration applications, visas, and passports and interviewed persons to determine eligibility for admission, residence, and travel in the U.S.
- Detained persons found to be in violation of customs or immigration laws and arrange for legal action, such as deportation.
- Inspected cargo, baggage, and personal articles entering or leaving U.S. for compliance with revenue laws and U.S. customs regulations.
- Located and seized contraband, undeclared merchandise, and vehicles, aircraft, or boats that contain such merchandise.
- Interpreted and explained laws and regulations to travelers, prospective immigrants, shippers, and manufacturers.

**VOLUNTEER
EXPERIENCE****Volunteer**

June 20xx - April 20xx

New Brunswick Police Department, Volunteer Service Program, New Brunswick, NJ
25 Kirkpatrick St., New Brunswick, NJ 08901

Hours per week: 15 - 20

Supervisor: Capt. James Poly (732) 555-5555; May be contacted

Unpaid

- Investigated individuals suspected of committing criminal activity.
- Performed crime mapping and analysis.

Office Assistant

Sept. 20xx – Oct. 20xx

United Reformed Church
876 Trilogy Road, Somerset, NJ

Hours per week: 15

Supervisor: Pastor Orlando Church

Unpaid

- Provided administrative support for a church office, such as developing an Excel database to track church visitors.
- Maintained Automated Church System (ACS) database; exported and published reports used for the church phonebook, Rolodex records, and correspondence.
- Learned basic applications of using and modifying web pages.
- Trained 25 volunteers to assist with the weekly newsletter (1,000 copies) and coordinated other church correspondence.

SKILLS**Technical:** Windows and Macintosh operating Systems; Microsoft Word and Excel**Language:** Proficient in Spanish (writing, reading, speaking)**INTERNATIONAL TRAVEL**

Traveled to 8 countries in Central and South America and other European, African and South East Asian countries.

Epi Demio

45 East Healing Rd. | North Plainfield, New Jersey, 07060
(908) xxx-xxxx | Epi.Demio73@gmail.com

EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY, New Brunswick, NJ
Bachelor of Science, Public Health /Psychology, May 20xx

- Current GPA: 3.01
- Member, Psychology & Public Health Society of Rutgers University

RELEVANT COURSEWORK:

Public Health Law and Ethics; Honor Research; Adolescent Development; Motivation and Emotion; General Chemistry; Cognition; Sociology of Medicine & Health; Principles of Public Health; Research Methods; Public Speaking

PROFESSIONAL EXPERIENCE:

DRUG MART PHARMACY, South Plainfield, NJ, 2016 – Present

Cashier and Pill Count

- Managed monetary transactions with cash and credit cards as well as the purchasing of Lottery tickets.
- Assisted customers with the medication information and answered any questions or concerns
- Deal with pharmaceuticals in the back and counting pills

NJPIRG Intern, January 2015-May 2015

Internship for Hunger and Homelessness campaign

Visibility Coordinator/Team Recruiter

- Planned and implemented visuals on social media to inform people about the campaign
- Managed table and phone bank applicants and informed them about campaign inquiry and goals
- Designed and coordinated projects to raise money for Middlesex County organization called Coming Home
- Lead volunteers and interns to work together and maintained effective organization and communication to reach our goals

PCIE, Plainfield, NJ Summers 2012-2014

Assistant Teacher

- Planned and implemented classroom curriculum and informative religious programs for 30 children ages 6-10
- Administered behavior of students to create a safe and trustworthy classroom environment
- Maintained effective communication with parents and caregivers
- Organized fun religious activities, special events, and workshops

WATCHUNG PEDIATRICS, Warren, NJ December 19, 2013-January 13, 2014

Medical Receptionist/File/Computer Vaccination Work

- Greeted and assisted new and regular patients in a quick, courteous and gratifying manner
- Maintained respect for the privacy, dignity, needs, and beliefs of patients, doctors, and coworkers
- Handled telephone appointment bookings and logging calls onto the system
- Dispensed prescription medications and verified name and addresses of patients
- Mailed appointment and general correspondence letters to patients
- Responsible for office duties such as faxing, photocopying, data entry, scanning, and updating patient records

SKILLS:

- Fluent in Arabic; conversational in French
- Microsoft Word, Access, Excel, Outlook and PowerPoint
- Team oriented, interpersonal, reliable, meticulous, cooperative
- Ability to deal and manage people in a caring, courteous and professional manner

COMMUNITY SERVICE:

- Volunteer, Red Cross Summers 2010-2013
 - Perform administrative duties including filing and assisting with fundraisers
- Volunteer, American Cancer Society - Relay For Life team, Summers 2012-2013
- Accounting Office Summer 2014
- Intern, NJPIRG Hunger and Homelessness Campaign Winter-Spring 2015
 - Part of New Jersey's Public Interest Research Group for Hunger and Homelessness