

JONATHAN KNIGHT

321 Pegasus Way ♦ Orlando, FL 32817 ♦ 407-555-1212 ♦ Jknight@mail.ucf.edu ♦ www.linkedin/in/jonathanknight

OBJECTIVE

To obtain a part-time position with a national marketing firm in order to utilize skills in communication and leadership, while gaining professional experience

EDUCATION

University of Central Florida Orlando, FL
Bachelor of Science in Business Administration May 20xx
Emphasis: Marketing
Major GPA: 3.7

HONORS

UCF President's Honor Roll (3 Semesters) Florida Bright Futures Medallion Scholar
UCF Dean's List (2 Semesters) Golden Key International Honor Society

PROFESSIONAL EXPERIENCE

Saks Fourth Avenue Orlando, FL
Intern-Marketing Coordinator June 20xx-Present

- Develop marketing concepts and campaigns for the Spring 2005 clothing line
- Co-facilitate multiple focus groups for the upcoming shoe line
- Coordinate the store's marketing goals and objectives

Travel Abroad, Inc. Apopka, FL
Marketing/Sales Assistant December 20xx-May 20xx

- Advertised special events and promotions within the Central Florida area
- Researched travel opportunities for international tours
- Maintained company database that included over 200 clients
- Developed individual and group pricing strategies and options

Barefoot Shoe Sales Orlando, FL
Sales Associate December 20xx-August 20xx

- Assisted customers with merchandise questions and offered information about additional services
- Worked with a team of five floor representatives to provide exceptional customer service
- Awarded a bonus for highest monthly volume sales which exceeded \$5,000

PROJECTS

UCF Cornerstone – Pet Rescue By Judy Spring 20xx

- Served as team lead for a group of five students during an on-campus fundraising event
- Defined goals in conjunction with team members and set timelines to ensure project productivity
- Delegated fundraising, marketing and administrative tasks to team members
- Assisted in raising over \$1,000, while informing the local community about the organization's mission

SKILLS

Language: Fluent in English and Spanish

Computer: Proficient in Microsoft Office (Word, Excel, Access, and PowerPoint)

Social Media: Proficient with Facebook, Instagram, Twitter, Pinterest, LinkedIn, and YouTube

Sample Chronological Resume

JESSICA KNIGHT

321 Pegasus Way | Orlando, FL 32817 | (407) 555-1212 | JKnight@mail.ucf.edu
www.linkedin.com/in/jknight

EDUCATION

University of Central Florida

Bachelor of Science in Psychology

Minor: Sociology

GPA: 3.7

Orlando, FL

Dec. 20xx

Valencia College

Associate of Arts Degree

GPA: 3.5

Orlando, FL

Apr. 20xx

RELEVANT COURSEWORK

Statistical Methods in Psychology

Research Methods in Psychology

Cognitive Psychology

Industrial Organizational Psychology

HONORS

University of Central Florida's President's Honor Roll (2 semesters)

Psi Chi Honor Society in Psychology

Valencia College Dean's List

RESEARCH EXPERIENCE

UCF - Counseling and Psychological Services (CAPS)

Research Assistant

Orlando, FL

Jan. – Apr. 20xx

- Collected and evaluated CAPS programs through students' surveys on-campus
- Wrote sections of management reports to explain surveys results and provide recommendations

PROFESSIONAL EXPERIENCE

UCF - Department of Psychology

Peer Mentor

Orlando, FL

Aug. 20xx – Present

- Provided academic advising in the area of Psychology
- Assisted with office activities including customer services and clerical duties
- Facilitated workshops to teach students how to access and understand their degree audits

Teaching Assistant

May – Jul. 20xx

- Assisted Dr. Who in the area of Statistical Methods in Psychology
- Provided tutoring to 30 undergraduate students and aided with the grading of homework and tests

CAMPUS INVOLVEMENT

Multicultural Psychological Student Association, Member

Best Buddies UCF, Mentor

Psychological Society, Vice President

Fall 20xx – Present

Spring 20xx – Present

Fall 20xx – 2014

SKILLS

Language: Fluent in English and Spanish

Computer: Proficient in Microsoft Office (Word, Excel, Access, and PowerPoint) and SPSS