

John Doe

(731) 989-xxxx
johndoe.131@ffu.edu

EDUCATION

Freed-Hardeman University Henderson, TN
Bachelor of Science, Biology Fall 2009-Present
Cumulative GPA 3.8,

- Expected Graduation May 2014
- Dean's List – Fall 2009, Spring 2010
- President's Honor Roll- Fall 2010

WORK EXPERIENCE

Dr. John Smith, Assistant Professor of Chemistry, Freed Hardeman University Henderson, TN
Student Worker

- Research on a specific project for a grant
- Coordinate research projects for chemistry classes

King Corporation Henderson, TN
Sales Administrative Assistant- (Seasonal) Fall 2009-Present

- Developed and designed a parts catalog
- Developed and implemented an inventory control process
- Maintain personnel files for all employees
- Prepare entry and exit level paperwork

Backyard Adventures Selmer, TN
Receptionist Aug. 2007-April 2009

- Selected and promoted products to fit individual customer needs
- Organized direct mail-out marketing material such as catalogs and flyer

LEADERSHIP

Chi Beta Chi, *Member* Fall 2009-Present
Alpha Chi Honors Society Fall 2010-present