

Hannah Montana

Current Address: 2000 University Ave, CPO 200, Dubuque Iowa 52001

Permanent Address: 1234 Elm Street, Miami FL 12345

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Education

Bachelor of Business Administration

Minor: *Marketing*

GPA: 3.48 on a scale of 4.0

University of Dubuque (UD)

Dubuque, IA

May 20XX (Anticipated)

Career Related Experience

UD Belltower

Staff Writer

- Conduct interviews with student, faculty, and staff for opinion section of newspaper
- Write bi-monthly reviews of newly released films, music, and books
- Reformatted and implemented new layout of newspaper design

Fall 20XX – Present

Dubuque, IA

Mississippi River Museum

Tour Guide

- Provided guided tours of exhibits at museum to youth and adults
- Developed Facebook Fan Page for museum, with over 300+ fans after only two months
- Assisted with organization of Spring marketing and donation campaign, resulting in a donation revenue of \$300,000
- Completed daily tasks as assigned by museum director such cleaning facilities and scheduling guided tours

Summer 20XX

Dubuque, IA

Other Work Experience

Subway

Sandwich Artist

- Operated cash register, handled money, and assisted supervisor with cash deposits
- Greeted customers in a friendly manner and quickly processed food orders
- Fulfilled daily tasks assigned by supervisor such as cleaning facilities and prepping food taking
- Compiled monthly inventory of products

Summer of 20XX, 20XX

Miami, FL

Awards

Deans List

- Fall 2009, Spring 2008, Fall 2008

Academic Scholarship

- Fall 2007 – Present

Memberships

Marketing Club

- Spring 2008 – Present

Delta Kappa Gamma

- Spring 2007 – Present