

- Economics resume
- Excellent format – bullets make it easy to read
- Focuses on internship experience, highlighting projects
- Stresses leadership experience

Jo B. Seeker

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Education	Bachelor of Science in Economics Minor in Financial Economics Vanderbilt University Current GPA: 3.85/4.00	May 2008 Nashville, TN
Relevant Coursework	Economic Statistics Accounting	Corporate Finance Organizational and Managerial Communications
Work Experience	Summer Intern The Home Depot Future Leadership Program <u>Global Sourcing & Supply Chain eRoom (Internal Collaboration) Project</u> <ul style="list-style-type: none"> • Designed and developed the GS&SC eRoom with Six Sigma approach; eRoom, a web-based collaborative tool, provides information exchange capability for the GS&SC Organization • Constructed HTML front page as the gateway to the GS&SC eRoom • Created eRoom tutorial kit, including training manual, quick-tip brochure, and PowerPoint <u>Shipping Platform Standardization Project</u> <ul style="list-style-type: none"> • Designed and identified non-compliance reports for the administrators and THD vendors • Conducted a presentation and designed a manual for the usage of administrative reports • Assisted in modifying and shaping the non-compliance monitoring process 	June 2007 - August 2007 Atlanta, GA
	Summer Intern Great Eastern Bank: Loan Department <ul style="list-style-type: none"> • Prepared loan fact sheets and quantitative analysis for loan proposals • Assisted senior vice president with making loan decisions during weekly meetings • Organized and updated customers' loan files and historical records 	June 2006 - August 2006 New York, NY
Leadership	Vice President Students in Free Enterprise <ul style="list-style-type: none"> • Managed 12 business related, community servicing projects with president • Organized executive/general body meetings with president • Served as project leader for Investment with Personal Values Project 	April 2005 - April 2006 Nashville, TN
	Project Leader: Money Management Project Students in Free Enterprise <ul style="list-style-type: none"> • Led and organized project meetings on the topic of personal credits management • Administered the research and the creation of teaching material • Assisted in proposing the project to local high schools • Implemented the workshop at local high schools 	January 2005 - May 2005 Nashville, TN
Skills	Foreign Language: <ul style="list-style-type: none"> • Chinese (Mandarin): Fluent in conversation, reading, and writing • Japanese (Intermediate): Capable of easy conversation, reading, and writing Computer: <ul style="list-style-type: none"> • Platform/Application: Windows/NT, MS Word, Excel, PowerPoint, Access, Minitab • Languages: Two years' experience in VB, C++, Java 	
Honors/Awards	<ul style="list-style-type: none"> • Member of Phi Kappa Phi Honor Society • The President's Student Service Award (SIFE) • Dean's List with High Honors 	December 2006 April 2006 Fall 2005, Spring 2005, Fall 2006, Spring 2006