

Jasmine Young

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EDUCATION

Ohio University, Athens, OH
Bachelor of Science in Chemistry, Pre-medicine
OHIO Honors Program

Anticipated Graduation: May 2022
GPA: 3.95

RELEVANT EXPERIENCE

Academic Achievement Center, Ohio University, Athens, OH

May 2020 - Present

Peer Tutor, Chemistry Courses

- Tutor 4-6 students per week, guiding students toward a deeper understanding of course material in interactive one-hour tutoring sessions
- Encourage the development of effective study strategies for chemistry courses and specific course material
- Train for tutoring weekly with a group of peers, focusing on topics such as various learning styles, strategies for active tutoring, and serving a diverse student population

Ohio University Heritage College of Osteopathic Medicine, Ohio University, Athens, OH

June 2020 - August 2020

Research Apprenticeship

- Developed a codebook and inclusion criteria, edited and analyzed data using SPSS, and created part of PowerPoint and presented results of the Vinton County Cancer Research Project, the goal of which was to learn about factors that impact cancer rates in Vinton County and the major health concerns of the residents
- Assisted in editing and entering survey into Qualtrics for the Attitudes Surrounding COVID-19 among Amish and Mennonite Communities in Ohio study
- Researched and wrote part of a manuscript, including sections on Amish background, their healthcare beliefs, and responses to previous outbreaks

Academic Achievement Center, Ohio University, Athens, OH

January 2020 - May 2020

Supplemental Instruction Leader, General Chemistry

- Planned two review sessions per week with 5-40 students in a traditionally difficult course while accommodating for the needs of the students attending
- Facilitated student-led discussions on review problems to reinforce ideas and concepts from course material
- Corresponded with university faculty and staff on a weekly basis to update them on student outcomes and provide students with excellent academic resources

Department of Chemistry and Biochemistry, Ohio University, Athens, OH

August 2019 - Present

Peer-Led Team-Learning Mentor

- Lead weekly study sessions with 6-12 students that provide opportunities for asking questions and developing critical thinking skills
- Encourage peer learning and interactive discussions to promote a deeper understanding of material
- Communicate with faculty and teaching assistants to establish a stable learning environment for students in General Chemistry (August 2019 - April 2020) and Organic Chemistry (August 2020 - Present)
- Create questions for the weekly Organic Chemistry problem packets that go to 50+ students

Ohio University Heritage College of Osteopathic Medicine, Ohio University, Athens, OH

July 2019 - November 2019

Research Assistant

- Learned about the background of the Photobook Project, studying whether a Photobook made from the perspectives of Amish and Mennonite communities could increase cultural competency of medical students
- Developed a codebook for the survey, gained data analysis skills utilizing SPSS, and gained insights into the process of community-engaged research; project is on hold due to COVID-19

Washington Elementary, Gallipolis, Ohio

January 2019 - April 2019

After-School Program Tutor

- Guided 10-20 students in Grades 1-5 in completing assignments and understanding required materials
- Supervised and encouraged creative play during inside and outside activities

LEADERSHIP AND INVOLVEMENT EXPERIENCE

Phi Delta Epsilon, Ohio University Chapter, Athens, OH

September 2020 - Present

Member

- Support Stand For The Kids (STFK), raising awareness and funds for Children's Miracle Network Hospitals
- Interact in lectures from researchers, medical students, and peers in this pre-medical professional fraternity

Experiential Learning Student Advisory Board, Ohio University, Athens, OH

February 2020 - Present

Member

- Discuss and identify challenges for students engaging in experiential learning; participate in presentations to learn more about student involvement opportunities
- Collaborate with peers, faculty, and staff to provide resources, opportunities, and funding for experiential learning to students and encourage student connections through the OHIOWonderwall project

Pre-Student of Osteopathic Medicine Association, Ohio University, Athens, OH

September 2019 - Present

Member

- Volunteer for activities such as blood drive receptions and fundraising for the Healthy Living Initiative
- Interact in medical school, researcher, and volunteer presentations and medical student discussions

American Medical Student Association Pre-med Club, Ohio University, Athens, OH

October 2018 - Present

Vice President (April 2019 – April 2020); Member (October 2018 – Present)

- Coordinated with peers and club advisor to develop bi-weekly club meetings and events that consistently provided 30+ members with involvement opportunities such as webinars, guest speakers, networking, and skills workshops
- Promoted the club through the campus involvement fair, in science lectures, tabling, and distributing flyers
- Organized and implemented a semesterly food drive and friendly multi-club drive competition for Cats' Cupboard
- Volunteer for events such as staffing blood drives, holding food drives, and hosting a Friday Night Life

OHIO Honors Program, Ohio University, Athens, OH

August 2018 - Present

Member, Peer Mentor

- Focus on experiential, hands-on learning, while developing real-world problem solving and critical thinking capabilities through curricular and co-curricular experiences such as the Engagement Lab, where we developed a project to encourage challenging dialogues on campus
- Mentor a first-year Honors student in the Peer Mentor Program to support them in adjusting to college life and in fulfilling program requirements
- Volunteered at the resource fair and program welcome to talk with prospective and new students; interviewed potential honors advisors; helped develop advertising for the program

Green Elementary, Gallipolis, OH

August 2018 - May 2020

Volunteer (August 2018 – May 2020), Parent/Teacher Organization Member (August 2019 – May 2020)

- Assisted in organizing holiday parties for a classroom by making treat bags and preparing craft activities
- Volunteered during holiday parties and field days to supervise students, set-up and clean-up for events, and guide and encourage students during activities

OHIO UNIVERSITY HONORS, AWARDS, AND CERTIFICATIONS

Dean's List

Fall 2018 - Present

The Sophomore Organic Chemistry Award

April 2020

- Awarded by the American Chemical Society for excellence in first two years of chemistry courses

Global Harmonization System, Chemical Hygiene, and Hazard Communication Training

November 2019

- Necessary training for laboratory teaching assistants in order to maintain a safe laboratory environment for chemistry students

Collaborative Institutional Training Initiative (CITI) Training Courses

- Completed Community-Engagement Learning November 2019
- Completed courses necessary for Human Subjects Research; regularly renewed July 2019

General Chemistry Award

April 2019

- Awarded to two students who excelled in General Chemistry during the 2018-2019 academic year

JOSHUA RICHARDSON

123 Main Street • Chillicothe, Ohio 45601 • 555.555.5555 • joshua@ohio.edu

EDUCATION

Ohio University
Bachelor of Science in Social Work

Expected Graduation, April 2018

WORK EXPERIENCE

Iron Workers Local 172

2007-Present

Journeyman, Columbus, Ohio

- Advanced to Foreman position overseeing and coordinating with other skilled trades to maintain jobsite timelines for production
- Completed apprenticeship program achieving Journeyman status and welding certifications
- Interacted with municipalities and customers for clear communication
- Implemented and communicated safety procedures to ensure safe working conditions

MILITARY EXPERIENCE

United States Marine Corps

2003-2007

Corporal, Camp Lejeune, North Carolina

- Completed deployments including Humanitarian assistance efforts in Port-au-Prince, Haiti during Operation Secure Tomorrow, and two tours to Iraq during Operation Iraqi Freedom
- Collaborated with community members to gain intelligence and identify specific needs
- Became a Mortar Team Leader, and then completed Advanced Mortar leader school

United States Marine Corps

2003-2007

Corporal, Recruiter's Assistant, Chillicothe, Ohio

- Met with potential recruits to promote a military career
- Developed skills to identify and target those with the most potential
- Interacted with school officials such as Guidance counselors, principals, and superintendents
- Planned marketing events in area schools and other local events

VOLUNTEER EXPERIENCE

Ride to Recovery

2016

Volunteer, Chillicothe, Ohio

- Fundraised more than \$500 to support programs for wounded veterans

Upward Sports Youth Basketball

2012-Present

Coach, Chillicothe, Ohio

- Coached and mentored up to 10 kids in elementary grades in a recreational basketball league
- Taught fundamental basketball skills in a supportive environment

Pedal to the Point

2012-Present

Participant, Chillicothe, Ohio

- Fundraised over \$500 to support Multiple Sclerosis research
- Participated in bicycle race to raise awareness of Multiple Sclerosis

Ross County Christian Academy

2011-Present

Parent Volunteer, Chillicothe, Ohio

- Support fundraising for school programs by seeking donations from local businesses
- Plan and execute events to support the school including a fall carnival and spring yearbook sale

STUDENT NAME

sn555555@ohio.edu • (555) 555-5555

March 27, 2019

Ms. Recruiter Name
College Relations Consultant
Example Airways
5555 Airline Road, Suite 500
City, State 55555

RE: Example Airways Cadet Program

Dear Ms. Name,

Thank you for meeting with me at Ohio University in February 2019. Since meeting with your team, I have given the Cadet program much consideration. I am excited to inform you that I am still highly interested in everything the program has to offer and I now meet or exceed the established requirements. I now know that I am ready to begin my journey to become a captain at Example Airways.

I am currently enrolled in Ohio University's Aviation Flight program as well as the Aviation Management program with a cumulative GPA of 3.34. I anticipate graduating with both degrees in December of 2019 and will continue to build hours as a Certified Flight Instructor at the University's airport to reach my hourly requirements for certification.

I am excited for the opportunity to join the Example Airways team, and to represent them at Ohio University as a cadet. I am also eager to become a member of such a professional team. The impression that your recruiting team left was one that has stuck with me. Since being honorably discharged from the military after eight years of service, I have been looking forward to being a part of something so great once more. The professionalism and comradery that the Republic Airways team displayed was exactly what I have been looking for.

I take tremendous pride in my professionalism and value how others perceive me as well as my team. I would be honored to represent and contribute to the Republic Airways team if given the opportunity. You may feel free to contact me via email to sn555555@ohio.edu or via phone at (555) 555-5555 to set up an interview.

Sincerely,
Student Name

Andrew Romanchik

Independence, OH
(216)-xxx-xxxx ♦ ar555555@ohio.edu

Education	Ohio University Major: Health Services Administration Minor: Business Administration Athens, OH	9/11-4/16
Work Experience	Ohio University Culinary Services Baker University Center, Delivery Services Associate <ul style="list-style-type: none">Assist event manager with delivery services for all Culinary Services related eventsGreet all patrons with a kind and courteous mannerSet-up all food displays for events which require delivery services J&J Excavating Landscaper and Laborer <ul style="list-style-type: none">Maintained 13 lawns weekly basisLearned effective excavating techniquesDetailed lawn maintenance for aesthetic purposes Independence Outdoor Pool Lifeguard <ul style="list-style-type: none">Supervise patrons while swimming in the pool areasAdminister First AidCPR/AED certifiedGreet people and maintain a safe and happy environment Southeast Ohio American Red Cross Client Casework Service Associate (Intern) <ul style="list-style-type: none">Responsible for contacting post-disaster clients and recording post-assessments survey resultsSchedule appointments for fire alarm installations and administer installationsManage a case load of 10-clients per day to administer post-assessment surveyServe as blood drive volunteer for all Ohio University blood drives	6/15-12/15 Athens, OH 6/10-9/12 Independence, OH 6/10-9/12 Independence, OH 1/16-5/16 Athens, OH
Leadership Experience	SAAC Marketing Committee Chair Ohio University Student-Athlete Advisory Committee <ul style="list-style-type: none">Plan and organize all committee meetings for fall and spring termsCoordinate marketing efforts for all SAAC activitiesEnsure all group members are fulfilling their assigned tasks	8/15-4/16 Independence, OH
Extra-Curricular	Ohio University Wrestling Team <ul style="list-style-type: none">2011-2012 Season 149lbs. varsity2012-2013 Season 149lbs. varsity2013-2014 Season 157lbs. redshirt season2014-2015 Season 184lbs. varsity NCAA Qualifier2015-2016 Season 184 lbs. varsity NCAA QualifierHard work, dedication, discipline Student-Athlete Advisory Committee (SAAC) Wrestling Team Representative <ul style="list-style-type: none">Attend monthly meetings regarding departmental and campus wide involvementsEngage teammates in community service initiativesRepresent OHIO student-athletes in a positive light on and off campus	6/12-3/16 Athens, OH 12/14-4/16 Athens, OH

LEADERSHIP ACTIVITIES AND MEMBERSHIPS

Sigma Alpha Sigma Mu ΣΑΣΜ | Athens, Ohio

April 2015 – Present

Member & Newsletter Committee Chair

- Attend weekly meetings to further develop professionally through guest speakers and networking opportunities
- Serve as a Newsletter Committee Chair which writes monthly newsletter with information regarding opportunities in the Department of Sports Administration
- Assist the Ohio University ticketing department with game-day operations for men's basketball and spring sports

Student Athlete Advisory Committee | Athens, Ohio

January 2013 – Present

Mid American Conference & Women's Volleyball Team Representative

- Enhance the overall student athlete experience by generating a student athlete voice in athletics department formulation of policy
- Organize and implement 6+ events and activities per year, including Mental Health Awareness week, the Catspy's, and community service initiatives
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Discuss student-athletes' concerns and suggestions with upper administration of Ohio University Athletics
- Serve on Ohio University's ICA Mental Health Committee as a student athlete representative

NCAA Student Athlete Leadership Forum | Orlando, Florida

April 2015

Mid American Conference Female Representative

- Selected from a student-athlete pool of potential candidates within the MAC
- Gained valuable leadership skills including lessons on emotional intelligence, active listening and transformation leadership
- Engaged in activities aimed at educating student-athletes about Division I National SAAC

Beta Gamma Sigma | Athens, OH

February 2016

Lifetime Membership

- International honor society serving business programs accredited by AACSB International
- Highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International
- To be eligible one must be within the upper 10 percent of their junior or senior class

VOLUNTEER EXPERIENCE

Race For A Reason

2nd & Seven Foundation

Rufus Reads

American Red Cross

Laurels Nursing Home

HONORS AND AWARDS

Excellence In Sports Leadership | Athens, OH

February 2016

Beta Gamma Sigma | Athens, OH

January 2016

Bobcats On The Prowl | Athens, OH

August 2015

MAC Distinguished Scholar Athlete | Cleveland, OH

December 2014, '15

MAC Player of the Year | Cleveland, OH

November 2013, '14

MAC Setter of the Year | Cleveland, OH

November 2013, '14

AVCA All American Honorable Mention | Lexington, KY

December 2013, '14

AVCA All Northeast Region Recognition | Lexington, KY

December 2013, '14, '15

ABBY GILLELAND



847-



@gmail.com



www.linkedin.com/in/gillelandabby

EDUCATION

Ohio University, (College of Business) | July 2012 - April 2016

Bachelor of Science in Sport Science

Major: Sports Management | Minor: Business Administration

Certificate: *Pursuing* 21st Century Leadership

Cumulative GPA: 3.785

EXPERIENCE

Ohio Bobcat Club | January 2016 - Current

Student Assistant

- Gather content to spearhead an initiative highlighting significant donors, young alumni, etc. in feature profiles
- Assist the department with the operations and execution of the annual Bobcat Thank-A-Thon event
- Coordinate the social media aspects of Thank-A-Thon event

Ohio University ICA | July 2012 - December 2015

Womens Volleyball (Division I)

- Elected Team Captain from 2013-2015
- Managed 20+ hours per week of athletic obligations including meetings, practices, games & travel garnering individual and team awards whilst maintaining a 3.785 GPA
- Organized team-building activities for 15+ teammates to facilitate team cohesion that resulted in four MAC championships
- Generated and facilitated age appropriate practice plans for annual summer camps

LEADERSHIP

Sigma Alpha Sigma Mu $\Sigma A \Sigma M$ | April 2015 - Present

Member & Newsletter Committee Chair

- Attended weekly meetings to further develop professionally through guest speakers and networking opportunities
- Serve as a Newsletter Committee Chair which writes monthly newsletter for undergraduate students
- Assist the Ohio University ticketing department with game-day operations for men's basketball and Olympic spring sports

Student Athlete Advisory Committee | January 2013 - Present

MAC & Women's Volleyball Team Representative

- Enhance the overall student athlete experience by generating a student athlete voice in athletics department formulation of policy
- Organize and implement 6+ events and activities per year, including Mental Health Awareness week, the Catspys, and community service initiatives
- Solicit student-athlete responses to proposed conference and NCAA legislation
- Discuss student-athletes' concerns and suggestions with upper administration of Ohio University Athletics

NCAA Division I Student Athlete Leadership Forum | April 2015

Mid American Conference Female Representative

PROJECTS

Gatorade

Global Sports Marketing

Activation

February 2016

Calgary Economic

Development

Economic Assessment

November 2015

Competitor Group, Inc.

Digital Media Activation

June 2015

San Diego Padres

Fan Engagement

June 2015

VOLUNTEER

Race For A Reason

2nd & Seven Foundation

Rufus Reads

American Red Cross

Laurels Nursing Home

HONORS

Beta Gamma Sigma

Excellence In Leadership In Sports

MAC Distinguished Scholar Athlete

Bobcats On The Prowl

Athletic Directors Honor Roll

Honor Roll

Deans List

AVCA All American HM Two-Time

Mid American Conference POY (2)

MAC Setter Of The Year (2)

MAC All Conference (3)

2015 MAC Tournament MVP

Jasmine Dodd

Athens, Ohio • jasmine@ohio.edu • 740.555.5555

OBJECTIVE

To develop students' critical thinking skills in the STEM disciplines by utilizing discovery-based learning and inquiry techniques while collaborating with faculty to develop rich cross-curricular connections in order to facilitate maximum learning.

EDUCATION

Ohio University, Athens, Ohio

August 2013

Master of Education; AYA Mathematics, Chemistry, and Physics

Woodrow Wilson Teaching Fellow, GPA: 4.0

Earlham College, Richmond, Indiana

May 2012

Bachelor of Arts; Mathematics and Chemistry

College Honors, GPA: 3.48

Earlham College Study Abroad, Fort de France, Martinique

May 2012

TEACHING EXPERIENCE

Alexander High School, Albany, Ohio

August 2012 – May 2013; August 2015 – Present

Physical Science Teacher

August 2015 – Present

- Designed and developed content units based on the Common Core State Standards
- Monitored student learning with daily formative assessment to adjust instruction
- Taught cooperatively with an intervention specialist using parallel teaching, team teaching, and station teaching co-teaching models
- Created guided notes with meaningful examples and explorations for all classes
- Utilized personal response devices as a method of formative assessment
- Created and used knowledge surveys which encouraged students to reflect on their own learning, compared perceptions to performance, and utilized results to alter instruction
- Designed summative assessments and evaluated students providing timely, specific feedback
- Created and implemented computer-based assessments designed with PARCC-style questions
- Communicated with parents through phone calls, emails, and parent-teacher conferences

National Honor Society Advisor

August 2015 – Present

- Guided student leaders in the development of school and community wide service projects
- Developed a new application with clearer and more rigorous standards
- Facilitated the selection of members with a team of 5 teachers

Professional Intern

August 2012 – May 2013

- Facilitated student learning as the primary instructor for a full academic year
- Created graphical longitudinal models of student performance to demonstrate growth trends
- Organized and provided after school tutoring for students struggling in math or chemistry
- Taught cooperatively using parallel teaching, team teaching, and station teaching techniques
- Collaborated with the staff in the math department to map the current (2012) Algebra II resources to the Common Core State Standards, found additional supporting materials

Trimble High School, Glouster, Ohio**July 2013 – May 2015***Mathematics Teacher**July 2013 – May 2015*

- Planned and taught multiple full-year courses: Integrated Math I, Geometry (2 levels), Algebra II (3 levels), Financial Algebra, Math for the World Around Us, and Calculus
- Developed course goals, outlines, pacing guides, and materials for Financial Algebra and Math for the World Around Us (courses offered for the first time in the district)
- Differentiated assessments for students with IEPs and 504 plans
- Proctored the OGT and the ACT

*National Honor Society Advisor**July 2013 – May 2015*

- Worked with 15 student leaders to implement a school and community clean-up day
- Collaborated with 5 teachers to provide developmental opportunities for student leaders

*Girls JV Head Coach and Assistant Girls Varsity Basketball Coach**October 2013 – March 2015*

- Collaborated with the Varsity Girls Basketball coach to make practices meaningful
- Worked with team members to teach and develop the fundamental skills of basketball

Earlham College Chemistry Department, Richmond, Indiana**August 2010 – May 2012***Teaching Assistant**August 2010 – May 2012*

- Oversaw four Principles of Chemistry and four Equilibrium and Analysis laboratories
- Provided drop-in tutoring assistance in the math and science center

*Recitation Course Teacher**August – December 2011*

- Taught a supplemental course designed to engage students in the development of problem-solving skills necessary to be successful in Principles of Chemistry
- Provided an interactive learning environment for students to reinforce ideas and concepts

Heart of the City Children's Defense Fund Freedom School, Columbus, Ohio**Summers 2011 and 2013***Servant Leader Intern*

- Attended seminars on children's developmental needs, leadership development, social action, and the historical involvement of young people in the civil rights movement
- Facilitated an integrated literacy curriculum centered around making a difference in one's own life, family, community, country, and world for at risk 4th-6th grade students

AWARDS AND HONORS

Woodrow Wilson Teaching Fellowship, Ohio University	2012 - 2016
ETS Recognition of Excellence, Mathematics	2012
Florence Long Mathematics Award, Earlham College	2012
Scholar Athlete, Earlham College	2009 - 2010

ADDITIONAL EXPERIENCE**Earlham College Chemistry Department, Richmond, Indiana****June 2010 – May 2011***Research Intern*

- Developed presumptive tests for law enforcement officials to identify a new synthetic cannabinoid

Varsity Basketball, Earlham College, Richmond, Indiana**August 2008 – May 2010***Student Athlete, Student Athlete Advisory Council*

- Designed programs encouraging social responsibility
- Promoted communication between student athletes and athletic administration

KAYLA SCOTT

Email: ks5555@ohio.edu

Phone: (555) 555-5555

CAMPUS ADDRESS

Number Street
Athens, Ohio 55555

PERMANENT ADDRESS

Number Road
Carroll, Ohio 55555

EDUCATION

Ohio University, Patton College of Education, Athens, Ohio

Bachelor of Science in Education

Major: Adolescent to Young Adult Integrated Language Arts Minor: English

Cumulative GPA: 3.66/ 4.0 Anticipated Graduation Date: April 30, 2016

HIGHER EDUCATION WORK EXPERIENCE

Bobcat Student Orientation Program, Ohio University, Athens, Ohio

Position: Orientation Leader, January-June 2014

Position: College Representative Orientation Leader, January-June 2015

- Collaborated with other orientation staff, university administrators, and faculty advisors to serve and prepare approximately 4,000 incoming freshmen, transfer students, and multicultural students for their transition experience at Ohio University by registering them with a complete and appropriate schedule and acquainting them with campus life information
- Directed the parents of incoming freshmen, transfer students, and multicultural students who are transitioning to Ohio University by assuring that their child is well acquainted with campus life and their future educational experience
- Represented one of Ohio University's "best and brightest" students with a knowledgeable, friendly, and accommodating attitude expected of an Orientation Leader and Patton College of Education Representative
- Worked closely with Ohio University and Patton College of Education faculty, addressed and solved issues throughout each orientation day, and mentored newer Orientation Leaders as a College Representative
- Facilitated small group orientation sessions focusing on course registration, degree requirements, campus life, and academic and social resources
- Attended and participated in the Regional NODA Conference with other Bobcat Student Orientation Leaders, graduate assistants, and administrative staff, March 13-15, 2015

COLLEGE INVOLVEMENT

NCAA Division I Women's Cross-Country, Indoor, and Outdoor Track & Field

Captain: May 2014-Present, Team Member: August 2012-Present

- Rigorously compete and train up to 25 hours per week for three different seasons
- Lead and set both an athletic and academic example for approximately 50+ team members both in and out of season as team captain
- Manage time while balancing competition travel and school work

ATHLETIC AWARDS

- Recipient of the Distinguished Scholar Athlete Award, 2014-15 school year
- Recipient of the Academic All Mid-American Conference Award, Fall 2014, Spring 2014
- Recipient of the Women's Cross-Country Most Valuable Player Award, Fall 2014
- Recipient of the Women's Track & Field Most Valuable Freshman of the Year Award, Spring 2013
- Recipient of the Women's Cross-Country Most Valuable Freshman of the Year Award, Fall 2012

Athletes in Action

Positions: Bible Study Leader, Head Disciple of the Women's Cross-Country/Track Team, Program Emcee, Fall 2012-Present

- Utilize administrative, event planning and public speaking skills
- Use sports as a platform to help college students answer questions of faith and improve leadership skills
- *Puerto Rico Mission Trip, March 2015:* Served on 4 different college campuses in Puerto Rico with other Ohio University athletes and members of Athletes in Action

Student-Athlete Advisory Committee

Positions: Member (Fall 2012-Present), Treasurer (2013-14), Vice-President (2014-15)

- Provide input on the rules, regulations, and policies that affect student-athletes' lives on campus and the overall student-athlete experience
- Actively participate in the administrative process of athletics programs in the Mid-American Conference and NCAA
- Build a sense of community within the athletics program involving all athletics teams
- Promote a positive student-athlete image
- Encourage communication between athletic administration and student-athletes

WOUB News, Athens, Ohio

Position: Volunteer Radio Broadcaster, January-May 2013

- Applied public speaking and presentation skills during live radio broadcasts across various counties in both Ohio and West Virginia
- Radio broadcasted weekly local, city, and national news to the Athens community
- Worked closely with faculty and students in the prestigious E.W. Scripps School of Journalism

Alpha Lambda Delta Honors Fraternity

Position: Member, May 2013-Present

- Encourage and participate in superior academic achievement
- Promote intelligent living and a continued high standard of learning
- Volunteer in many on and off campus projects including charity drives, homeless shelters, and participating in pen pal writing with elementary, middle, and high school students

EMPLOYMENT

Franklin County Board of Developmental Disabilities, Columbus, Ohio

Position: Care provider for a 13-year-old young man with Autism, May 2013-August 2015

- Provided care for him up to six hours a day, for five days a week during the summer months
- Maintained and followed a precise schedule and behavior plan designed for his daily needs
- Tutored and developed his reading, writing, mathematical, and social skills

104.9 The River Radio Station, Columbus, Ohio

Position: Marketing and Promotions Intern, May-August 2013

- Presented and managed many of The River's outside events that best markets and promotes the promise of an uplifting and kid safe radio station

KARL CREIGHTON

123 Main Street, Canal Winchester, OH 43110
karl.creighton@email.com
(614) 123-4567

RELEVANT EXPERIENCE

Capital Therapy Services, Canal Winchester, OH

August 2016 – Present

Accounts Receivable Specialist

- Perform weekly AR reporting/reconciliation for speech and occupational therapy practice
- Communicate with owner regarding billing irregularities, customer trends, and areas of concern
- Analyze and identify trends to assist collection improvement and enhance the customer experience
- Balance payments received with appropriate accounts in Therabill
- Understand pricing agreements and apply to customers' accounts
- Utilize various reports to target aged balances for collection
- Collect outstanding balances from patients, insurance companies, and government agencies
- Evaluate denials and partial payments to determine if further reimbursement is valid
- Identify and request adjustments to customer accounts as necessary

JPMorgan Chase, Columbus, OH

March 2011 – March 2016

Credit Approval Officer, AVP

- Promptly reviewed business loan requests submitted by Relationship Managers (RM), evaluated trends and potential risks to credit repayment, and identified mitigating factors and/or additional information needs to offset these trends and risks
- Collaborated with loan center staff to ensure consistent adherence to regulatory obligations and bank processes
- Interacted with the RM to identify and quantify repayment sources
- Clearly communicated progress and needs in a timely and precise manner throughout the underwriting process
- Proactively developed alternative structures with a goal of growing loan portfolio while maintaining asset quality
- Independently decisioned requests within individual loan authority of \$1.5 million or with the concurrence of the Credit Delivery Manager in cases where credit exposure exceeded individual loan authority
- Constructed supporting decision analysis, utilized loan grading tools, and determined documentation requirements

Peoples Bank, National Association, Lancaster, OH

February 2005 – February 2011

Junior Lender/Credit Analyst

- Examined loan packages and calculated cash flow and collateral coverage of prospective C&I or real estate credits
 - Provided customer-centered service in a timely manner to resolve questions and concerns
 - Monitored existing credits for early identification of potential repayment risk
 - Evaluated credit-worthiness to balance potential profit against risk
 - Successfully administered and audited \$10 million floor plan
 - Reviewed loan documents for accuracy to efficiently minimize exceptions
 - Assisted commercial lender with loan presentations for individuals and commercial entities
 - Performed the pre-closing, closing, and post-closing procedures for commercial loans in professional manner
 - Proactively communicated, by phone or in person, past due customers to bring their loans current
 - Inspected construction projects to ensure loans were balanced with work completed for project soundness
 - Researched, prepared, and maintained reports/projects as directed
-

EDUCATION

Master of Business Administration, Franklin University, Columbus, OH, July 2012, Graduated with Honors

Bachelor of Business Administration in Finance, Ohio University, Athens, OH, June 2004, Graduated Cum Laude

KARL CREIGHTON

123 Main Street, Canal Winchester, OH 43110
karl.creighton@email.com
(614) 123-4567

October 1, 2016

Company A
1 Front Street, Suite 1
Columbus, OH 43215

Dear Ms. McCarthy:

I am applying for the Client Manager position with Company A listed on your website and also on LinkedIn. I am excited about Company A's legacy of building strong relationships with clients and also the company's history of successful financial investments. The fact that Company A has chosen Columbus as its headquarters for America appeals to me as I am a central Ohio native and lifelong resident. I am fascinated by the opportunity to utilize my credit skills and expand them with a growing international company in an exciting new industry in my hometown. I am confident that my customer service and investment experience in the financial industry will be an asset to the Client Manager role.

In over 10 years of banking experience, first as a Credit Analyst at Peoples Bank and then as a Credit Approval Officer at Chase Bank, I became very familiar with analyzing financial statements and the prudent underwriting of business credit. My underwriting experience covers a wide range of the economy, including but not limited to, healthcare and other professional firms, wholesalers, manufacturers, contractors, commercial real estate, and start-ups. I partnered with Chase's Relationship Managers to grow the commercial loan portfolio profitably by limiting exposure to acceptable risks in accordance with bank policy, government regulations, and market conditions.

Making clients' goals and dreams a reality is what drives the work I do. During my time with Peoples Bank, I worked with a local heavy equipment deal to help them finance a \$10 million floor plan facility in the Columbus area. I handled everything from the request to finance, to disbursing funds, to perfecting the bank's collateral position. Information on any of the nearly 300 floor plan items was readily available to the bank's internal and external auditors. The business owners were thrilled with the project—they achieved the facility they needed within their budget and ahead of their timeline.

Achieving business goals is also a priority for me—I know the impact my individual performance has on the team. While at Chase, I consistently placed in the top half of approval officers from 2012-2014 and rose to the top third after 2014. I regularly exceeded my annual with over \$200 million of underwritten credit in the past year.

I left Chase in March of this year to become a stay-at-home parent for a short period of time to assist my family's needs. I recently began part-time work as an accounts receivable specialist for a local speech and occupational therapy practice to keep my customer service and financial management skills sharp during my time away from full-time employment. My wife is now interested in staying home with our daughter while I return to the workforce. I am also eager to return to the corporate workforce and this opportunity with Company A is the prime opportunity for me to use my skills to help support a company and its clients.

Thank you for your time and consideration. If you have any questions, feel free to contact me at 614-123-4567 or karl.creighton@email. I look forward to speaking with you soon.

Sincerely,

Karl Creighton