



**CAREER
SERVICES**
GROVE CITY COLLEGE

Resume Writing Guide

Career Services Office
Phone: 724-458-3371 • Email: career@gcc.edu
www.gcc.edu/cso

RESUME WRITING

The purpose of the resume is to provide employers with information about your abilities, skills, experiences, achievements and accomplishments so they can assess your potential for a successful job match. The resume is a selling document, a marketing device, designed to catch the interest of an employer. First impressions are critical since as little as 2.8 seconds may be devoted to scanning each resume. *The focus of a resume must be on the needs of the employer, not on the needs and desires of the writer.* Space is critical. Carefully include brief but specific descriptions of those activities, responsibilities, and accomplishments that most closely relate to the employer's needs.

PREPARATION FOR WRITING THE RESUME

Since a resume is used to demonstrate how you will contribute to an organization, you'll want to spend some time reflecting on your experiences. Start by taking a complete inventory of your resources, i.e., education, summer jobs, internships, work experiences, campus activities, achievements and special skills.

Resumes are more effective if they are consistent and show a clear career focus. After you have reflected upon your qualities and experiences, begin to learn more about your targeted career field. The more knowledgeable you are about an industry and organization, the better you will be able to tailor your experiences to the resume.

RESUME CONTENT

A resume is a very flexible document, which can be adapted or changed to best highlight your skills and experiences. According to the audience which will review your resume, information can be included or deleted. The order in which you present information can vary as well. You may find you have a few versions of your resume, each targeting a different industry or career position. In order for you to easily adapt your resume, we suggest when creating your resume to use a blank word document, instead of forcing your unique experience into a template.

FORMAT: There are two format styles when writing a resume: chronological and functional. The **Chronological** format is used for an individual who is staying in the same field, has training and/or experience consistent with the career objective, has relevant job titles, or is applying for a job in highly traditional field. **Chronological format is most effective for the majority of new college graduates.** The **Functional** format is used to emphasize skill areas; helpful for people who are changing careers, re-entering the job market, applying for positions for which their training and/or experience does not directly qualify them, or whose background does not emphasize their abilities for the job. Choose the format which will best market your abilities in conjunction with your past experiences, unique skills, and immediate career objective.

LENGTH: The length of a resume needs to be limited to one page. So include only the most relevant items and omit items that may be less related to the employer's needs and your career goals. Seniors seeking full time employment should focus on college experiences, while freshmen and sophomores may still include high school experiences.

IDENTIFYING INFORMATION: At the top of your resume list your name, college and permanent address, telephone number and email. The Title "Resume" is unnecessary.

OBJECTIVE: The purpose of a career objective is to clearly communicate the type of position in which you are interested and to focus the content of the resume toward the job desired. It is usually written in three parts: type of position desired, kind of company, industry, organization for which you want to work, and the transferable skills, abilities, and characteristics that you have and would most benefit the employer.

Example:

"Seeking a position as a field service representative with a national software corporation which can utilize an individual with an exceptional work ethic and professional communication and leadership skills."

EDUCATION:

Grove City College – Grove City, PA
BS in Business – May 2001
GPA 3.54/4.00

EXPERIENCE: Use the term experience instead of work history. You should choose headings that help the reader skim your resume efficiently. If you have had several work experiences or internships in one employment sector, group them under a label such as, "Business Experience" or use functional categories such as, "Research Experience."

Indicate your title, the name of the employer, city, state and dates of employment on the first line. There is no single correct order for the presentation of this information, as long as it is consistent throughout your document. Your experience should also be listed in **reverse chronological order** with your most recent experience listed first and working backward in time.

ACTIVITIES: The activities section should include your involvement in clubs, student government, athletics, and social and volunteer activities outside the classroom. Your involvement indicates to prospective employers important work-related skills including leadership, organization, management and working well with others.

OPTIONAL SECTIONS: You may list other types of information if they relate to your career objective and you believe an employer may have an interest.

Honors & Awards: Honors, awards and scholarships should be ranked by importance to the career objective.

Special Skills: The section includes expertise you have in foreign languages, computer skills and programming, equipment you can use or other areas of excellence not previously included on your document.

Research: If you are seeking a research position and have completed extensive research on a particular topic relating to your career interests, it is recommended to include the title of your paper and a few bullet points on your conclusions or findings.

Publications: List the titles of articles, stories, or poems you have written which have been published.

Professional Affiliations: If you have joined a professional association on campus or at a national chapter, rank order professional affiliations by importance to the career objective. Spell out the name of the organization.

Study Abroad: Students who have studied abroad may include their experience under the "Education" category or as a separate category. Studying abroad shows a prospective employer your ability to embrace and adapt to a different culture.

Volunteer: Include significant volunteer experiences. These experiences demonstrate to the reader your commitment to the community.

Visa Status: Do include visa status if you are not a U.S. citizen or if there could be some confusion/misunderstanding with your name.

DO NOT INCLUDE:

References: It is **not necessary** to include a line stating that references are available upon request.

Personal Information: If the information does not relate to the job, leave it off your document. For example, do not include height, weight, date of birth, social security number or marital or health status.

Photographs: In the United States, photographs are not included on a resume

High School: High schools graduation dates and activities are typically excluded from the resume. However if there is an unusual or outstanding achievement that was accomplished in high school, then it is acceptable to include it on the resume.

WRITING BULLET POINTS

After each listed position, a brief description of the skills exhibited and accomplishments achieved should be written in a bullet point delivery system. Below is the five step process for writing dynamic bullet points.

STEP 1: List all abilities, attributes, characteristics, and skills of the model or ideal individual in relation to your field of study or position for which you are applying. (A list of example transferable skills is on page 5).

STEP 2: Examine the list from Step 1 and select those abilities, attributes, characteristics and skills that you believe you possess. This will provide a list of your transferable skills regarding that job/profession.

STEP #1

Transferable Skills of Model Individual

STEP #2

Your Transferable Skills List

EXAMPLES OF TRANSFERABLE SKILLS

Accommodating	Cooperative	Friendly	Positive
Accurate	Creative	Goal Oriented	Problem-Solver
Adventurer	Critical Thinker	Hardworking	Productive
Adaptable	Curious	Helpful	Professional
Aggressive	Decisive	Honest	Punctual
Ambitious	Dedicated	Imaginative	Realistic
Amiable	Dependable	Independent	Reliable
Analytical	Demanding	Innovative	Relational
Articulate	Determined	Leader	Resourceful
Artistic	Diplomatic	Loyal	Respectful
Assertive	Discerning	Mature	Responsible
Attentive	Driven	Methodical	Self-Assured
Careful	Dynamic	Meticulous	Self-Disciplined
Charismatic	Eager	Motivated	Self-Motivated
Cheerful	Earnest	Negotiator	Self-Reliant
Clever	Effective	Nurturing	Self-Starter
Committed	Efficient	Objective	Sensible
Commanding	Eloquent	Optimistic	Sensitive
Compelling	Empathetic	Organized	Sincere
Competitive	Energetic	Passionate	Sophisticated
Composed	Enthusiastic	Patient	Supportive
Communicator	Ethical	Perceptive	Team Player
Concise	Experienced	Persevering	Thorough
Convincing	Facilitator	Persistent	Thoughtful
Congenial	Fast Learner	Personable	Tolerant
Conscientious	Flexible	Persuasive	Trustworthy
Consistent	Focused	Polished	Versatile

STEP 3: Brainstorm back on your daily duties for each experience. What good things happened when you did your job well? Write them down. Focus on results. The more specific the better! Concentrate on concrete examples and quantitative results.

- A. List all responsibilities from each area of experience
- B. Ask yourself what accomplishments were achieved through those responsibilities
- C. Identify the result produced from your accomplishment.

Position	Responsibilities (Step 3A)	Accomplishment (Step 3B)	Result (Step 3C)

STEP 4: Review your list of transferable skills from Step 2. Determine which transferable skills best illustrate your accomplishments and results from Step 3. Translating responsibilities into accomplishments also may expose new transferable skills.

Highlighting the Transferable Skill

Transferable Skill

Accomplishment/Result

-
-
-
-
-
-

STEP 5: Develop bullet statements in either of the following two forms.

A. Action Verb, Accomplishment, Result

Using action verbs is a very effective way to begin a bullet point. (A list of action verbs is located on pages 9-10).

Example A: Initiated a new construction procedure which increased company productivity 15%.

B. Overt Verb, Transferable Skill, Action Verb, Accomplishment, Result

This is the process in which you are intentional about highlighting your transferable skills through work experiences and accomplishments. (A list of transferable skills is included in this booklet).

Example B (overt): Demonstrated initiative and excellent problem solving skills by developing and implementing a new construction procedure which increased company productivity 15%.

Overt Verbs: Established a reputation for, Demonstrated, Displayed, Established, Exhibited, Evidenced, Exemplified, Exuded, Illustrated, Showed, Utilized

- Overt verbs are at the beginning of the sentence to highlight the transferable skill. The overt verb delivery system should be utilized on approximately 3/4 of your bullets to highlight the most important transferable skills.

Transition Words: Words to be used a transition between the accomplishment and the result: Enhanced, Ensured, Promoted, Produced, Increased, Decreased, and Resulted in.

Tip: When recalling your duties and accomplishments keep this phrase in mind, "as a result." Place as a result on the end of all your accomplishments and see what you come up with. After you come up with your result, remove "as a result" and replace with a transition word.

Example: Initiated a new construction procedure "AS A RESULT" increased company productivity 15%.

WRITING BULLET POINTS

-
-
-
-
-
-

FINAL RESUME POINTERS

- Print your resume on resume quality paper, and use a laser or letter quality printer.
- Be consistent in format. You may use centered or left-handed headings for any of the formats; however, be consistent in their use.
- Present information only once on a resume, i.e., list employer followed by several job titles and/or time periods.
- Spell out numbers through ten: four instead of 4
- Rank-order major headings by relevance to the career objective so that the most significant information appears first.
- Balance the material on the page. Use equal margins on all sides.
- Double check for spelling, typographical, and grammatical errors, and have another person check your resume.
- When applying for a specific job analyze the description and try to address all the qualifications the employer seeks within the text of your resume.
- An Employer will evaluate you as a person when scanning your resume i.e.:
 - well-organized resume = well-organized person
 - error-free resume = careful person
 - professional appearance = competent person

THE FINISHED PRODUCT

Upon the completion of your first draft, be sure to visit the Career Service Office for a resume consultation. To make an appointment for a resume consultation, please call x3371.

ACTION VERBS

**Management/
Leadership Skills**

Administered
Analyzed
Anticipated
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Expedited
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced

Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated
Unified

**Communication/
People Skills**

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Developed
Directed
Discussed
Disseminated
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed

Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reporter
Resolved
Responded
Solicited
Specified
Suggested
Summarized
Synthesized
Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Solved
Scrutinized
Summarized

Surveyed
Systematized
Tested
Theorized

Technical Skills

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Monitored
Navigated
Operated
Overhauled
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Revised
Screened
Sequenced
Simplified
Solved
Specialized
Standardized
Studied
Tracked
Transacted
Upgraded
Utilized

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated

Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Set goals
Simulated
Taught
Tested
Trained
Tutored

**Financial/
Data Skills**

Administered
Adjusted
Allocated
Allotted
Analyzed
Appraised
Appropriated
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Developed
Estimated
Forecasted
Managed
Measured
Planned
Prepared
Projected
Quantified
Quoted
Reconciled
Reduced
Researched

Retrieved

Creative Skills

Acted
Adapted
Began
Combined
Composed
Conceived
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Helping Skills

Adapted
Advocated
Aided
Alerted
Alleviated
Answered
Arranged
Assessed
Assisted
Cared for
Clarified

Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Eased
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Served
Supported
Volunteered

**Organizational/
Detail Skills**

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Complied
Corrected
Corresponded
Designated
Distributed
Documented
Executed
Filed
Generated
Implemented
Incorporated
Inspected
Logged

Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

**More Verbs for
Accomplishments**

Accelerated
Achieved
Assured
Balanced
Completed
Confirmed
Diversified
Earned
Elected
Expanded
Exceeded
Excelled
Implemented
Improved
Initiated
Inspired
Maximized
Pioneered
Reduced
Resolved
Restored
Spearheaded
Surpassed
Transformed

Amanda Lynn Deer

Grove City College, Box 1122, 200 Campus Drive, Grove City, PA 16127

Cell: (xxx) xxx-xxxx Landline: (xxx) xxx-xxxx DeerAL1@gcc.edu

OBJECTIVE

Pursuing an internship/ministry opportunity with an organization which shares my passion for and dedication to the spiritual encouragement, enrichment, and healing of America's families and marriages, and is an organization that would benefit from a warm yet professional undergraduate intern with enthusiasm, positivity, and an active and critically thinking mind.

EDUCATION

Grove City College, Grove City, PA
B.S. in Psychology, minor in Family Studies – May 2011
GPA x.xx /4.00; Dean's List with Distinction All Semesters

Grove City College has been consistently ranked by U.S. News & World Report as one of the best liberal arts/sciences colleges in the northeast.

Relevant Coursework: *Courtship & Marriage, Family as a Social Institution, Marriage & Family Assessment & Intervention, Child Development, Adult Development and Aging*

RELEVANT EXPERIENCE

Psychology Intern

June – August 2009

Good Grief Center for Bereavement Support, Pittsburgh, PA

- Developed positive and effective communication skills with all age groups, especially later-life adults.
- Received training and education on bereavement and peer support.
- Mastered usage of Microsoft Office Suite and organized mass mailings.
- Exceeded standards of professionalism and client confidentiality.
- Mastered telephone etiquette with both outgoing and incoming calls.
- Trained and experienced in active-listening.
- Developed a passion for volunteerism and providing service to others.

HONORS, ACADEMIC AFFILIATIONS AND ACTIVITIES

Recipient of the Henry and Lola G. Duff Merit Scholarship

Recipient of the Mt. Lebanon Police Association Merit Scholarship

Recipient of the Grove City College Presidential Merit Scholarship

Psi Chi, *International Psychology Honorary – Member*
SSWAPA, *Grove City Sociology, Social Work, and Psychology Association – Member*

Grove City Mercer Area YMCA, *Afterschool Program – Volunteer*
InterVarsity Missions Fellowship, *Leadership – Women's Small Group Leader*

ADDITIONAL EXPERIENCE

Camp Counselor

June – August 2008, 2009

Urban Impact Foundation Summer Day Camp, Pittsburgh, PA

- Provided care, supervision and education for 13 girls entering 5th grade from 7:30-5:30 for eight weeks.
- Worked with a wide range of ages as a substitute counselor, K-6th grades.
- Taught math, reading, and Christian education and science, as well as assisted a special needs reading group.
- Implemented disciplinary measures in a dignified and patient manner to facilitate individual growth and classroom cohesion.
- Developed effective communication skills with children and adolescents.

Office Assistant

May – August 2008

Deer and Associates, Pittsburgh, PA

- Developed clear and efficient organizational, document management and office technology skills.
- Accurately scanned and electronically stored documents ranging back several years.
- Provided immediate courier services to offices and government buildings of downtown Pittsburgh.
- Performed dual receptionist services for law firms sharing office space.

Barista

December 2005 - Present

Farmhouse Coffee, Venetia, PA

- Provided friendly customer service to all patrons at early hours of the morning.
- Practiced in mastering knowledge of products for informed and effective salesmanship.

Leah E. Vough

College Address: GCC #1352, 200 Campus Drive, Grove City, PA 16127 Permanent Address: 827 Faidley Road, Markleton, PA 15551
Cell Phone: xxx-xxx-xxxx Home Phone: xxx-xxx-xxxx Email: VoughLE1@gcc.edu

Objective

To attain a marketing position with a credible organization as a resourceful, strategic thinker with superior teamwork and leadership skills, a passion for branding, and an eagerness and ability to learn quickly.

Education

Grove City College, Grove City, PA
B.S. in Marketing Management – May 2011
Minor: Communications
Current Major QPA: x.xx/4.00 Current Overall QPA: x.xx/4.00

Experience

Marketing and Communications Intern/Contractor, Bayer: Pittsburgh, PA **May 2010 – Present**

- Created internal marketing materials on complex, technical products while maintaining a customer focus
- Led meetings, initiated follow-up and collaborated with managers and SMEs across various departments
- Designed invitations, organized the event website, and provided support for the annual Innovation Fair
- Managed the organization's Wiki and other technologies to more efficiently drive the communication process

Research Assistant, Grove City College Business Department: Grove City, PA **September 2010 – Present**

- Performed extensive research on the effects of using digital simulations to teach international business
- Summarized marketing research and past studies in a paper submitted to a national teaching conference

Barista, Starbucks: Somerset, PA **May 2008 – November 2010**

- Communicated with customers to meet their specific needs and left a positive impression on each individual
- Assembled creative displays within the store to promote seasonal products
- Recognized by district manager for excellence in customer interaction

Marketing Project

Business Plan Competition – Retail Management Course **March 2009 – April 2009**

- Initiated the design of an original and innovative business venture between five teammates
- Developed a 40-page business plan, including extensive financial statements
- Personally created a unique and comprehensive marketing strategy to publicize the new business

Campus Leadership

American Marketing Association, Grove City College Chapter: President **2010-2011**

- Established a new vision for the chapter and outlined chapter goals, events, and activities for the semester
- Effectively communicated the value proposition of the organization to the campus, doubling chapter membership

Alpha Beta Tau Sorority: Social Chair **2008-2011**

- Coordinated numerous social events for the sorority to promote bonding and unification, which involved attention to detail, multi-tasking, and working well with others
- Assessed the sorority budget and made many major, practical purchasing decisions
- Spearheaded a publicity campaign for a campus fundraiser, which proved effective by increasing the average attendance by 500 people and raising \$1,000 for a local mission organization

Parents' Weekend Program Committee: Senior Chair **2009-2011**

- Contacted and efficiently worked with several committees, faculty and students to collect pertinent information
- Set deadlines for all other Parents' Weekend committees and communicated with an off-campus printing business to finalize several copies of the program
- Recorded, arranged, and ensured complete correction on all parts of the 24-page program, which was given to all student parents during Parents' Weekend

Honors/Activities

- Delta Mu Delta (International Honor Society in Business Administration)
- Omicron Delta Kappa National Leadership Honor Society
- Mortarboard National College Senior Honor Society
- Operation Top Management
- Dean's List with High Distinction
- Traveled to Romania to minister to a gypsy village
- Traveled to Mozambique through an international program to help bring aid to an orphanage

Bradley M. Stawicki

Home: 15 Ormsbee Ave. - Westerville, OH 43081

College: Box # 996 - 200 Campus Dr. - Grove City, PA 16127

E-mail Address: Stawickibm1@gcc.edu Cell Phone: (xxx) xxx-xxxx

OBJECTIVE: To obtain a full-time position in the field of Mechanical Engineering with a company which can utilize an individual who displays refined leadership and interpersonal skills, and thrives in team settings.

EDUCATION: **Grove City College, Grove City, PA**
Bachelor of Science in Mechanical Engineering – *May 2011*
4 year ABET Accredited Program
x.xx Major GPA/ x.xx Overall GPA
Eagle Scout- Boy Scouts of America- Summer 2006

ENGINEERING EXPERIENCE:

Senior Design Project – Human Powered Vehicle Differential Team – Current

Design a system of gears which will distribute power from the drive train to two driven wheels.

- Serving in the roles of Project Manager and Special Features Designer.
- Leading the team in an effective manner which utilizes the strengths of the various team members.
- Communicating between the Faculty Advisor and the Design team to ensure the final product is in compliance with the original design criteria.
- Analyzing the feasibility of including a limited slip or locking mechanism in the design of the differential.

Engineering Intern – Franklin International Adhesives – Columbus, OH – Summer 2010

Assisted the Project Engineering Department in the installation of a 2500 gallon mixer for the production of wood adhesives.

- Displayed project management abilities by taking on leadership responsibilities during the temporary absence of the Senior Project Engineer.
- Managed the processes of obtaining quotes and submitting purchase orders for the project, showing organization abilities and interpersonal skills.
- Coordinated with various contractors to ensure the design was installed correctly and in a time-efficient manner.

Engineering Intern –DOE Loan Guarantee Program – Parsons Corporation – Washington, D.C. – Summer 2009

Provided independent engineering and technical services to Department of Energy's Loan Guarantee Program which was started by the Energy Policy Act of 2005 and has been continued under President Obama's Recovery and Reinvestment Act of 2009.

- Designed and constructed the project's SharePoint document control site which proved to be more functional and user friendly than the previous document collection system.
- Acted as the administrator of the site by ensuring documents were properly added and by providing training for senior engineers and additional team members.
- Developed Quality Assurance survey within the project to make the review process more efficient.
- Collected market research in the area of renewable energy in order to brief the Review Team and to predict future projects.
- Assisted in the compiling of the Program Management Plan in compliance with Parsons corporate standards.

Machine Shop Assistant – Grove City College – Grove City, PA – Fall 2009 - Current

- Received extensive training in operating and maintaining machining equipment.
- Produced parts for Senior Design Projects, as well as for the Mechanical Engineering Department.
- Provided other students with hands-on training in working with the equipment.

TECHNICAL SKILLS:

- Software - ProEngineer Wildfire 5.0, Matlab 6, Mathematica 7, Office 2007, Project, Visio, SharePoint.
- Platforms - Windows 7, Mac OS X.
- Machining – Manual Mill, Manual Lathe, CNC Lathe, CNC Machining Center, Drill Press.

ACTIVITIES AND COMMUNITY SERVICE:

- Member of Alpha Epsilon Chi Housing Group; participant in group service projects – Spring 2008–Current.
- Performed in College Children's Theatre Production – Spring 2009.
- Participated in three week-long trips to provide aid for Hurricane Katrina victims – Spring 2007–Spring 2009.
- Participated with the Grove City Men's Rugby Team – Spring 2008.
- Played High School Varsity Football – Fall 2003–Fall 2006.
- Participated in missions trips to Peru – August 2005 and Guatemala –August 2003.

Megan Prah

Cell Phone: xxx-xxx-xxxx E-mail: PrahMP1@gcc.edu

College: GCC #1286, 200 Campus Dr., Grove City, PA 16127

Permanent: 636 Clarendon Ave., Uniontown, PA 15401

OBJECTIVE

Seeking a position with an organization willing to provide an opportunity for a dedicated student possessing integrity, a passion for working with people, and an eagerness to acquire new skills.

EDUCATION

Grove City College • Grove City, PA
B. S. in Accounting • May 2011
QPA: x.xx/4.00 – Dean's List

Grove City College has consistently been ranked by "U. S. News & World Report" as one of the best liberal arts/ sciences colleges in the northeast. www.gcc.edu

WORK EXPERIENCE

Tyco International – Corporate Accounting Intern – Princeton, NJ **Summer 2010**

- Helped progress Corporate Accounting toward their goal of 100% account reconciliation by completing reconciliations for all investment in subsidiary accounts in the general ledger.
- Ensured employee equity compensation data was uploaded to TED (Tyco Equity Database) correctly by displaying attention to detail when reformatting over 20 data spreadsheets.
- Tested several Oracle Discoverer reports for accuracy to provide assurance to the end users in the Corporate Accounting Department.
- Gained further knowledge of Excel functions particularly helpful in accounting, as well as extensive exposure to Oracle.

Allegheny Energy - Summer Shadow Experience - Masontown, PA **Summer 2009**

- Gained knowledge on process of inventory, purchase orders, and work orders within SAP, an innovative business software program used by large and small businesses.
- Studied proposed budget for the power station while considering regulation by FERC, SEC, and GAAP.
- Observed practical application of material covered in the classroom such as cash flows, invoices, ledgers, and accruals.

Penn State Fayette Campus - Assistant Student Activities Coordinator - Uniontown, PA **Summer 2009**

- Sharpened office management skills to include creating and storing club files, utilizing Microsoft Office, copying documents, and organizing resources.
- Served as an effective communicator between student activities and outside parties.

Coal and Coke Heritage Center - Uniontown, PA **Summer 2009**

- Displayed attention to detail when transcribing oral histories into typed documents.
- Acquired resourceful organizational skills when creating an effective audio filing system.

Hicks Bakery - Student Assistant - Grove City College **Spring 2009 - Present**

- Balanced responsibilities of overseeing cafeteria desserts and filling orders for other campus cafeterias.
- Work cooperatively with the bakery team to accomplish goals within the scheduled shift.
- Gained ability to skillfully manage schoolwork and other campus activities.

CAMPUS LEADERSHIP

President - GCC Newman Club **2010-2011 School Year**

- Effectively worked with the team of officers to accomplish club goals and delegated responsibilities as necessary.
- Learned flexibility by improvising through many unexpected responsibilities.
- Decided which new projects to take on while maintaining the scope of the club.
- Managed all club events efficiently, including scheduling speakers for weekly meetings, weekly Bible study, club dinners, and all other annual events.

CAMPUS ACTIVITIES

- Accounting Society
- Delta Mu Delta Business Honorary
- Lacrosse Statistician
- Prospective Student Overnight Host
- IM Sports